



NUTRITIONAL SCIENCES
SCHOOL OF PUBLIC HEALTH
UNIVERSITY OF MICHIGAN

Department of Nutritional Sciences

**Graduate Program in
Nutrition and Dietetics Handbook**

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INTRODUCTION

Program Overview

The University of Michigan School of Public Health has offered an Accreditation Council on Education in Nutrition and Dietetics (ACEND)-accredited dietetics graduate degree program and Dietetic Internship (DI) since 1992, originally within the Department of Environmental Health Sciences (EHS). In 2015, the Department of Nutritional Sciences (NS) was established, transitioning dietetics education from EHS to NS. In 2022, the program became an ACEND-accredited Graduate Program (GP) in Nutrition and Dietetics, emphasizing competency-based education with integrated supervised experiential learning (SEL). The DI officially closed in 2025 following full implementation of the GP model. This transition streamlined education and training, preparing students more efficiently and effectively for careers as Registered Dietitian Nutritionists (RDNs).

Nutrition has gained increasing national and global attention over the past decade, driven by expanding research on obesity, chronic disease prevention, food safety and security, global hunger and undernutrition, and the environmental and health impacts of agriculture. Addressing these complex issues through interdisciplinary collaboration and innovative problem-solving is a defining strength of the University of Michigan Department of Nutritional Sciences.

Completion of the UM SPH Graduate Program in Nutrition and Dietetics (MPH or MS) provides graduates with the competencies and requirements necessary to sit for the credentialing examination and become a Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN). The RD and RDN credentials are equivalent and interchangeable.

Degrees Granted

The **MPH in Dietetics**, administered through the University of Michigan School of Public Health, provides students with a broad interdisciplinary education informed by multiple public health disciplines and the diverse academic and research expertise of the Department of Nutritional Sciences (NS) faculty. The diversity of NS students fosters innovative thinking and collaborative approaches to addressing complex nutrition challenges, including obesity, diabetes, and cardiovascular disease.

Students in the dietetics program may also pursue an MS degree through the Rackham Graduate School. The MS option is designed for students with a strong interest in research and is particularly well suited for those with prior academic or research experience. Research-focused coursework supports students in completing an in-depth scholarly project.

The **MS in Clinical Nutrition** provides advanced training in clinical nutrition research for students interested in academic, clinical, or research careers, or in exploring a focused clinical nutrition question. Students complete an in-depth evidence-based research project, although a thesis is not required. Mentorship is provided by both Nutritional Sciences faculty and a clinical preceptor, and students select projects from a curated list of research opportunities.

Another option for dietetics students is the **MS in Nutritional Sciences**, which includes a thesis requirement and faculty mentorship within the Department of Nutritional Sciences. Additional information is available in the MS in Nutritional Sciences student handbook or through an academic advisor.

Mission

The mission of the University of Michigan School of Public Health Graduate Program in Nutrition and Dietetics is to develop entry-level, registered dietitian nutritionists with a varied skill set to serve people and communities worldwide by providing a comprehensive program of graduate study and advanced training grounded in public health principles.

Goals and Objectives

Goal #1: To prepare graduates for competent, entry-level practice as registered dietitian nutritionists who serve individuals, communities, and populations across diverse practice settings.

- Objective 1: At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
- Objective 2: Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 3: At least 90% of employers who respond to a survey will rate the performance of alumni to be “far above” or “above” expectations at one-year post-graduation.
- Objective 4: At least 90% of program graduates take the CDR credentialing exam for dietitians nutritionists within 12 months of program completion.
- Objective 5: 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%.

Goal #2: To provide an educational environment that develops students’ ability to use evidence-based practice and leadership skills to improve health and nutrition outcomes for diverse populations.

1. Objective 1: At least 95% of students will demonstrate advanced critical thinking skills by successfully analyzing and applying evidence-based nutrition interventions for diverse populations, as measured by performance on their community needs assessment project and presentation in NUTR 642, Community Nutrition

2. Objective 2: At least 95% of students will demonstrate leadership competencies by leading or contributing to interprofessional teams and applying leadership skills to guide practice in settings that address health and nutrition outcomes for diverse populations as evaluated through obtaining an A- or better on the final summary report in NUTR 602
3. Objective 3: At least 90% of program graduates will indicate “agree” or “strongly agree” that the program prepared them for mentoring and precepting others in practice settings.

Time Required

Both the MS and MPH are designed to take two years (approximately 24 months), allowing students to fulfill required credits and SEL hours to fully meet program competencies. Students officially graduate from the program at the end of their summer semester, by mid-August.

Students have up to five years from the date of first registration in the Graduate Program to complete the degree by meeting all the program requirements.

Accreditation/Registration/Licensure

The University of Michigan School of Public Health Graduate Program in Nutrition and Dietetics is accredited through December 31, 2033, under the Future Education Model Standards by the following:

Accreditation Council for Education in Nutrition and Dietetics of the
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995, (302) 899-0040 ext. 5400
<https://www.eatrightpro.org/ACEND>.



This program provides the Commission on Dietetic Registration’s (CDR) required graduate degree (either an MPH or MS), a minimum of 1000 supervised experiential learning hours, and a verification statement, which is needed to be eligible for the Commission on Dietetic Registration (CDR) exam for dietitians.

This program does not itself lead to a license. State and federal statutes and regulations may specifically require or exempt licensure to practice. Additionally, individual facilities may have requirements that are above or separate from state specific regulations. For most states, registration with the CDR, graduation from an accredited program, fulfilling fieldwork requirements, and passage of an exam fulfills the baseline licensure requirements. Students should do their own due diligence and determine the appropriate license type for themselves. The CDR and state licensure boards are separate entities. Questions related to licensure must be

directed to the appropriate state licensure board. The Academy of Nutrition and Dietetics provides an [overview of regulation and licensure laws](#) across the US.

Program Support

Directors and Coordinators

The Graduate Program Directors collaborate to provide students with support, oversight, and guidance throughout the two-year program while ensuring all Accreditation Council on Education in Nutrition and Dietetics, Council on Education for Public Health, and Department of Nutritional Sciences (NS) core competencies are met at the appropriate level. This includes coursework, SEL experiences, workshops and meetings.

The Dietetics Program Manager and Data System Coordinator oversees departmental administrative operations, including the course exemption process, NCC scheduling, database management, background checks and drug screening, and tracking competency achievement and SEL hours required for program completion. Together, the Directors and Program Manager work collaboratively to support student success in achieving both the graduate degree and Registered Dietitian Nutritionist (RDN) credential.

Student Services

The Department of Nutritional Sciences Student Services team supports admissions, scholarships, student services, and degree management. The team, which includes the Graduate Program Coordinator and Student Services Coordinator, assists current students with course planning, diversity, equity, and inclusion (DEI) support, and community building within the department. The team also advises prospective students, guides them through the admissions process, and conducts graduation audits.

Student health and well-being are a priority within the department and are assisted with through Student Services. Students experiencing non-academic challenges have access to resources through the University of Michigan School of Public Health, the University of Michigan Student Life, and the broader Ann Arbor community.

Academic Advising

Each NS student is assigned an academic advisor based on their degree program. Students are required to meet with their advisor each semester to ensure appropriate progress within their plan of study. In collaboration with the Program Directors and Student Services team, academic advisors provide guidance on course selection and scheduling, prerequisite exemptions, curriculum updates, scholarship opportunities, campus resources, letters of recommendation, and career planning.

NS Core Faculty

In addition to providing education and training, NS faculty and researchers have earned national and international recognition for excellence in their areas of expertise. Faculty members represent diverse research interests and contribute to a collaborative and interdisciplinary learning environment. Faculty summaries are available on the department website.

The department also benefits from a growing number of Joint and Adjunct Faculty who support its teaching and research mission.

Technical Support and Software

All didactic coursework is administered through [Canvas](#). Competencies and performance indicators are tracked through [PRISM](#), a web-based system used to monitor student progress and supervised experiential learning requirements. Students are required to register for and adhere to policies governing the use of these systems. There is no additional cost to students for use of PRISM.

REQUIREMENTS

Required Coursework

All Public Health students are required to complete the Foundations of Public Health Research and Practice non-credit, online modules by the end of their first year. These are administered and tracked through the Public Health Practice and Global Engagement office.

The following classes are required for the Graduate Program in Nutrition and Dietetics:

- NUTR 510: Lifecycle Nutrition
- NUTR 601: Professional Development and Teamwork
- NUTR 602: Communication, Leadership and Management in Dietetics
- NUTR 630: Principles of Nutritional Sciences
- NUTR 631: Metabolism of Vitamins and Minerals
- NUTR 635: Food Service and Culinary Science
- NUTR 636: Medical Nutrition Therapy I
- NUTR 637: Medical Nutrition Therapy II
- NUTR 640: Nutrition Assessment
- NUTR 642: Community Nutrition
- NUTR 646: Approaches in Nutrition Counseling
- NUTR 688: Research Topics in Nutritional Sciences
- NUTR 690: Supervised Experiential Learning (each semester)

Degree specific courses also apply. Please see [sample schedules](#) and degree-specific handbooks for more information.

Prior Learning Assessment/Course Exemption

Course Exemption Policy

The NS Department follows a standardized [course exemption policy](#). Students entering with prior nutrition classes or a DPD verification statement may request a class exemption. Courses and assignments will be assessed individually to determine if they satisfactorily meet the ACEND competencies. Courses with associated Supervised Experiential Learning can be exempt (with the exception of NUTR 642), however, students must register for all NUTR 690 SEL courses to earn the necessary hours for completion of the program. Course exemption information will be communicated to students prior to the first fall semester.

Prior Learning for SEL in a Professional Setting

A student may enter the program with extensive outside work experience in a professional setting. Prior learning can be assessed and potentially awarded for that time based on the below guidelines. The student must complete the “SEL Prior Learning Exemption Request” document. The full policy and procedures for requesting SEL exemption can be found [here](#).

- Prior learning must have taken place in the past 2 years.
- Assessment of competency – If competencies are included in that experience, the student must report on how they met those specific competencies in a SEL experience and have their supervisor complete a competency evaluation. The evaluation must show competency at the appropriate level.
- A maximum of 80 hours of prior learning can be awarded for prior learning experiences.

Supervised Experiential Learning (SEL)

SEL opportunities in the field prepare students for careers in a variety of settings, regardless of your degree path (MS or MPH). SEL experiences are integrated into specific courses throughout the academic years and include immersive summer rotations during both the first and second summers, totaling a minimum of 1,000 hours.

The program places students in each experience throughout Michigan based on our preceptor network; however, if students want to complete rotations in a specific area of Michigan or in another state, they are encouraged to search for their own sites. The process for finding your own rotation is explained in [this document](#).

These experiences provide students an opportunity to apply the knowledge and skills acquired through their coursework and further develop and demonstrate attainment of program learning outcomes and competencies. Below is an overview of SEL hour location and type. For more detailed information of each experience type, please refer to [this document](#).

Location of SEL	Type of Experience	Hours
Academic Year 1		
NUTR 690/646: Approaches in Nutrition Counseling SEL	role playing, case studies	80+
NUTR 690/636: Medical Nutrition Therapy 1 SEL	case studies, peer counseling (NCC), simulations	80+
Monthly meetings/workshops	simulations, case studies	8+
Summer 1		
Community Clinical Experience (Outpatient Clinics, WIC, Skilled Nursing/Long-Term Care)	professional work settings, direct patient care, simulations, case studies	360+
Academic Year 2		
NUTR 690/635: Food Service and Culinary Science SEL	professional work settings, simulations	80+
NUTR 690/642: Community Nutrition SEL	professional work settings, simulations	80+
NUTR 602: Communication, Leadership and Management in Dietetics	simulations and RDN mentors	40+
Monthly meetings/workshops	simulations, case studies	8+
Summer 2		
Acute Care Clinical Experience (Inpatient)	professional work settings, direct patient care, simulations, case studies	200+
Career Exploration Experience (CEE)	professional work settings	80+
Total program SEL hours		1000+

CEE - This can occur at any time throughout the 2-year program based upon student desire and schedule. More detailed information can be found in our [Career Exploration Experience overview document](#).

NCC - The Nutrition Counseling Center (NCC) is the School of Public Health's in-house peer-to-peer counseling program where dietetics students meet virtually with clients and practice providing nutrition counseling services under the supervision of an RDN. The NCC is

sponsored by the Department of Nutritional Sciences as part of their dietetics training model, and it is formally linked to the course NUTR690/636. Learn more about the NCC [here](#).

Process for finding an international rotation

Establishing an international rotation is a student-driven process. International rotations are currently permitted only for the Career Exploration Experience (CEE) and Community Clinical Experience (CCE). Students interested in pursuing international SEL hours are encouraged to begin exploring opportunities early in their first year. Resources include the Office of Global Public Health in the School of Public Health (SPH) and pre-established programs like Nutrition 4 Nutrition Students. Once a suitable opportunity is identified, the student collaborates with the Director of Dietetics Training to ensure the experience meets required competencies. The Director then coordinates with the site preceptor for onboarding and program orientation. An affiliation agreement must be in place with all international sites before the rotation begins.

Affiliation agreement process

Affiliation agreements are required with all institutions outside the University of Michigan and Michigan Medicine Health System. The UM Office of General Counsel, in collaboration with the School of Public Health and the Dietetics Program, developed a formal template, which we encourage sites to use. However, some sites may prefer their own templates. Regardless of the template, both parties must agree on the language before obtaining signatures. Final approval requires signatures from a site representative, the SPH Senior Associate Dean for Faculty Affairs, and the UM Vice Provost for Engaged Learning.

Distance education SEL

Distance education is defined by ACEND as the delivery of instruction, which includes any didactic courses in the professional curriculum and supervised experiential learning, where students are separated from instructors and/or program directors. Distance education is offered in less than 50% of the SEL rotations and none of the coursework. The SEL rotations that offer some distance learning include the Career Exploration Elective (CEE), some outpatient SEL rotations utilizing telehealth, and some Skilled Nursing Facilities (SNF) utilizing zoom and project based learning. Distance education is supported through the same resources that are available to all educational programs in the Graduate Program. Students participating in telehealth experiences at the University of Michigan Health System will be provided a secure laptop with which to conduct appointments. Lastly, a private, secure room is available to any student needing it to conduct telehealth appointments for interruption free conferencing.

EXPECTATIONS FOR STUDENTS IN EXPERIENCE ENVIRONMENTS

Students will be placed in a variety of community and clinical settings during their 2 years in the programs. Expectations for sites include:

- Make initial contact with the preceptor to determine time, date, location, and dress code for the first day.
- Be on time, rested, and prepared to learn.
- Comply with all policies and procedures of the site.
- Communicate questions, concerns, learning goals, and needs.
- Have a positive attitude and be enthusiastic about their practice experience.
- Be flexible to accommodate requirements of the experience and learning opportunities.
- Plan and be organized. Have a plan for each day and week. Take responsibility for accomplishing the learning objectives for the experience.
- Be internally motivated. When assigned tasks are complete, seek more.
- Manage personal life to minimize distractions. Refrain from making personal calls, texts, and emails while at experience.
- Be willing to take some risks and stretch outside of your personal comfort zone to grow and learn.
- Conduct self-assessment. Know strengths and weaknesses and seek opportunities to develop weak areas.
- Be respectful, patient, and appreciative towards preceptors.
- Be grateful for and receptive to both positive and constructive feedback, as both are meant to be helpful.

LEARNING OUTCOMES, EVALUATION & ASSESSMENT

This program is designed to provide graduates with a breadth of knowledge and skills in nutrition science, clinical nutrition, nutrition behavior, and public health principles and practice. Program learning outcomes are informed by the competency standards established by both the ACEND and CEPH.

The competencies listed in Appendices A and B describe the expected knowledge, skills, and learning outcomes for students completing the MPH Dietetics program. Appendix C outlines MS-specific competencies.

The program maintains documentation of each student's progress toward achieving all required competencies. Competencies are taught, reinforced, and assessed throughout the curriculum and supervised experiential learning (SEL) experiences.

Student performance is evaluated using both formal and informal assessment methods. Formal evaluations include course grades, SEL performance assessments, and competency evaluations. Informal evaluations include ongoing feedback and guided discussions between students,

faculty, and preceptors during classroom and experiential learning activities. Faculty and students share responsibility for ensuring satisfactory academic and professional performance throughout the program.

At the conclusion of each semester, faculty teaching core dietetics courses identify students who may require additional academic support or competency remediation. Faculty assess competency progression to ensure students are adequately prepared for subsequent coursework and experiential learning activities. When needed, individualized support plans, supplemental learning activities, or competency remediation are implemented to help students achieve expected outcomes and remain on track for successful program completion.

STUDENT EXPENSES

Expenses for students include tuition, fees, books, supplies, health insurance, and other miscellaneous program-related costs. The expenses listed below are those anticipated. Housing and transportation are estimates provided by the Registrar's Office and may not reflect your personal circumstances.

Additional miscellaneous expenses may include, but are not limited to: a personal laptop, required immunizations and TB testing, professional (business casual) attire, personal reference textbooks, relocation and transportation costs associated with supervised experiential learning placements.

Although having a car is not mandatory, it is strongly recommended. Students may be placed at practice sites throughout the state of Michigan, and transportation costs may be higher and less predictable for students without a personal vehicle, so this should be incorporated into your budget. Additional information on travel policies can be found later in this handbook.

The program will provide the following items (included in your program fees):

- Liability (malpractice) insurance during experiential learning rotations
- Drug testing and criminal background checks
- Site specific documentation costs (e.g. fingerprinting, ACEMAPP)
- Yearly Academy of Nutrition and Dietetics student membership (2-years only)
- Serve Safe training and certification (one test)
- Specific RDN exam preparation materials determined by the Program

	Michigan Resident		Michigan Non-Resident	
	Per term	Total (2-yr)	Per term	Total (2-yr)
Full-time tuition*				
University fees*				
Program fees**	\$2,500	\$10,000	\$2,500	\$10,000
Books/supplies		~\$2,400		~\$2,400
Housing		~\$35,000		~\$35,000
Relocation and transportation costs associated with summer SEL	\$1500	\$3000	\$1500	\$3000

*Consult the [Registrar's Office](#) for yearly tuition, fees, and any other expenses.

Program fees are necessary for the required experiential learning components of the program. **Program fees are paid directly to the Department of Nutritional Sciences and are not included in your University Registrar bill. Failure to pay these fees will result in the withholding of SEL experiences during that period and possibly a delay in graduation. These fees can be paid by credit card or check.

These fees (\$2,500) are due each term on the following schedule:

- Fall/winter Y1 SEL: August 31
- Summer Y1 SEL: Jan 31
- Fall/winter Y2 SEL: August 31
- Summer Y2 SEL: Jan 31

FINANCIAL AID

The Department of Nutritional Sciences offers several [funding opportunities](#) for all degrees. There are both need-based and merit-based scholarships. MS students can receive financial support from Rackham Graduate School, as well. Students do not need to complete a separate scholarship application to be considered for NS funding opportunities.

The Academy of Nutrition and Dietetics also has several [scholarship](#) and [grant](#) opportunities available every year through their Foundation. Local scholarships are available through the [Michigan Academy of Nutrition and Dietetics](#) and the [Southeastern Michigan Dietetic Association](#).

Depending on need, students may be eligible for Federal Student Financial Aid to cover the cost of tuition and approved costs of attendance. Students should apply to FAFSA each academic year. **Program fees are assessed by and paid directly to the Department and will not appear on the University Registrar's bill, however federal financial aid can be used to cover these fees.** Plan your financial budget accordingly to cover all eligible expenses.

GRADUATION REQUIREMENTS

MPH

For a student to graduate from SPH with an MPH degree they must have certain degree requirements completed. There are two sets of requirements that need to be completed. The first is a student's program requirements and the second is a student's school requirements. Refer to the MPH handbook for more details.

The school requirements are the following:

- a student must complete at least 50 graduate-level credits
- have at least a 3.0 (B) GPA,
- complete the School-wide Core Curriculum.
- complete HIPAA and Academic Integrity trainings,
- provide an official undergraduate transcript showing completion of the undergraduate degree.

The program requirements are the following:

- satisfactorily complete all ACEND competencies at the correct level (knows, shows, does),
- satisfactorily complete at least 1000 SEL hours.
- satisfactorily complete all program prerequisites

If any of these are incomplete, the student will not graduate.

MS

All program and Rackham Graduate School requirements (including transfer of credit, dual/joint election forms, etc.) must be completed, approved and appear on your transcript (if applicable) by the last day of classes in the term that you wish to graduate. Rackham requirements and policies are found on the [Rackham Academic Policies](#) webpage. Refer to the MS handbook for more details.

Program requirements are listed below. If any of these are incomplete the student will not graduate.

- MS NS students should complete the requirements outlined for the MS thesis degree.

- MS CN students should submit the approved project to their NS faculty and clinical project mentor
- satisfactorily complete the written research report and present to the class
- satisfactorily complete all ACEND competencies at the correct level,
- satisfactorily complete at least 1000 supervised practice hours.
- satisfactorily complete all program prerequisites

Time to Degree Completion

Students enrolled in the MPH and MS programs are expected to complete all coursework and supervised experiential learning (SEL) requirements within five years of initial enrollment in the degree program. Students who do not complete all degree requirements within this timeframe may be withdrawn from the program and required to apply for readmission. Students should consult with the ACEND Program Director regarding questions related to degree progression, timelines, or individual circumstances that may affect timely program completion.

VERIFICATION STATEMENTS

Verification statements are issued to program graduates once they have completed all requirements and the School of Public Health (MPH) or Rackham (MS) has posted their graduate degree on their official UM transcript which occurs after the summer semester, usually in early September. The Director of Dietetics will submit all necessary paperwork to CDR, once verified, an electronic Verification Statement (VS) will be provided to each student. This VS allows graduates to take the Registered Dietitian Nutritionist (RDN) exam.

ADDITIONAL POLICIES & PROCEDURES

Student Records & Privacy

The School of Public Health (SPH) collects information about students and maintains student records for purposes of counseling students and assisting them in the completion of their academic program. The SPH also uses information from student records in conducting studies designed to improve instruction and service to students. Four basic categories of information are included in student records:

- Admission materials including the application for admission, test scores, transcripts, and correspondence.
- Financial Aid materials including application forms, financial information supplied by students and/or parents, and correspondence.
- Official School academic information including a copy of the student's academic record, election forms, Degree Verification Form, and correspondence.
- Notes placed in the file by academic advisors, summarizing the purpose of the student's contact with the advisor, matters discussed and/or commitments made, and relevant observations.

Any student currently or formerly enrolled in the SPH may examine all materials in his/her records, with a few exceptions. Students who wish to examine their records shall file a written request with the Registrar, School of Public Health. Once a request has been received, no material shall be removed from the record until the student has reviewed it.

The following individuals may have access to student files:

- Faculty advisors shall have access to student records as is required to perform their advising.
- Clerical staff in the Office for Student Engagement and Practice and departmental student services staff shall have direct access to such student records as their responsibilities require.
- Other University staff who demonstrate a need to know consistent with their official functions for the University and consistent with normal legal and professional practices.
- Other than public information, persons outside the University shall be given personally identifiable information from student records only upon the specific written authorization of the student involved except:
 - when disclosure is required by subpoena or by federal or state law; or
 - in connection with a student's application for, or receipt of, financial aid; or
 - in connection with studies conducted for the purpose of accreditation, development and validation of predictive tests, administration of student aid programs, or improvement of instruction; or
 - when there is a health or safety emergency.

The full and complete policy for student records can be found on the [Policies and Procedures](#) webpage.

Student Identity Verification

Several strategies are employed to verify student identity during distant supervised experiential learning (SEL) rotations. Security measures are implemented at two levels: (1) university-issued student identification numbers, usernames, passwords, and identification badges; and (2) affiliate access privileges obtained through Michigan Medicine, which require an additional secure login and password for access to clinical systems and resources. In addition, two-factor authentication is required for all university email accounts and Canvas course materials. Students also complete background checks prior to participating in SEL rotations, and some external experiential learning sites require additional onboarding documentation and security clearance procedures.

Academic Standing & Disciplinary Action

The School of Public Health has established policies and procedures for all MPH students. Please visit the [SPH Policies & Procedures](#) site for information on student academic conduct and

academic probation. All MS students should refer to [Rackham Graduate School's](#) academic policies.

Students are expected to meet with their academic advisors each semester to review academic performance, monitor progress toward degree completion, and identify any areas requiring additional support. The program will notify students in writing if their academic or professional performance falls below acceptable standards.

In response to academic deficiencies, the University of Michigan School of Public Health may take one or more of the following actions: place a notation of “unsatisfactory academic standing” on the student’s academic record (e.g., cumulative GPA below 3.0 or accumulation of nine or more incomplete credits), place the student on academic probation, require withdrawal from the university, or withhold conferral of the degree or certificate.

The Director of Dietetics will be notified when students are placed on academic probation or involved in disciplinary actions, including academic integrity violations. Depending upon the circumstances, remediation plans may be initiated and students may not be permitted to participate in supervised experiential learning (SEL) activities until all required remediation or disciplinary processes have been satisfactorily completed.

All NS Core Curriculum courses will be graded A+ to E. To successfully complete the NS Core requirements, a student must earn a “B-” or better in each of the NS Core courses. If a student does not earn a “B-” or better in an NS Core course, they must retake the course until they achieve passing grades. Students who pass an NS Core course with a "B-" or better may not retake the course. NS Core requirements are: NUTR 630, NUTR 631, NUTR 640, and NUTR 642*.

All NS Dietetics Core Curriculum courses will be graded A+ to E. To successfully complete the NS Dietetics Core requirements, a student must earn a “B-” or better in each of the NS Dietetics Core courses. If a student does not earn a “B-” or better in an NS Dietetics Core course, they must retake the course until they achieve passing grades. Students who pass an NS Dietetics Core course with a "B-" or better may not retake the course. NS Dietetics Core requirements are: NUTR 646, NUTR 510, NUTR 635, NUTR 636, NUTR 637, NUTR 601, and NUTR 602.

*NUTR 642 is required for all Dietetics students and MPH-Nutritional Sciences students

MPH students can view the [UM School of Public Health Policies and Procedures for MPH students](#) for further information on the letter system, incomplete grades, grade grievance policies, and transcript ordering.

MS can view the [Rackham Graduate School Academic Policies](#) for further information on the letter system, incomplete grades, grade grievance policies, and transcript ordering.

Remediation & Retention

The program is committed to supporting all students in successfully completing their degree requirements and achieving eligibility to sit for the Registered Dietitian Nutritionist (RDN) credentialing examination. When students experience academic or professional difficulties, the program provides structured support that may include remediation plans, supplemental learning opportunities, additional advising, academic resources, and [performance improvement plans](#).

If, after substantial intervention and support, a student is unable to successfully progress in the RDN training component of the program, the student may be counseled to consider completing an MPH or MS degree in an alternative concentration that does not include the requirements necessary for RDN eligibility.

The Program Director, in collaboration with the Department Chair, curriculum committee, and the student's academic advisor, works closely with students on an individualized basis to provide guidance, support, and counseling regarding academic progression and alternative educational or career pathways that may better align with the student's strengths, interests, and professional goals.

Program Withdrawal

Students are bound by the University's policy for [withdrawal and tuition refund](#), which is dependent upon when the student withdraws. The UM Registrar sets and publishes refund dates each term.

Program specific fees, once collected, will not be refunded unless a student is unable to be placed into an experiential learning site due to factors outside the student's control. In that case, the paid fees will be applied to a future SEL payment.

Leave of Absence

To request a leave of absence, students must submit a form that is available from the Graduate Program Manager. Continuous enrollment in the master's program is not required. If the term has already started and students can't remain registered, students may request a term withdrawal in the middle of a term. This will require a UM term withdrawal, which may affect a student's visa status, tuition payments, loans, fellowships, employment, and benefits. Before disenrolling, at any time during the academic year, students are encouraged to work with their graduate program to consider all options and implications for degree completion, funding, and Visa status.

After not registering for more than 12 months, students will be inactivated and no longer a student in your program. Please see this information for time to degree and readmission policies.

Student Complaints

We encourage and welcome students to address their concerns and complaints with faculty, Program Directors, department Chair and student services personnel before formal procedures are invoked. It is strongly recommended that every effort be made by all parties to resolve differences informally within the NS department. The [Student Grievance Appeals Procedure](#) is the formal mechanism within the School of Public Health for reviewing student grievances after all efforts between the parties involved has proved unsuccessful.

If a student has exhausted all other options available to them, a complaint may be filed with [The Accreditation Council for Education in Nutrition and Dietetics](#) (ACEND®). ACEND only accepts complaints related to noncompliance with the ACEND standards.

Contact:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
312.899.0040 x5400
ACEND@eatright.org

If you ever experience or witness discrimination, harassment or sexual misconduct there are several ways in which to report incidents. In addition, [you can report](#) a campus climate concern, compliance concern, crime, or request a confidential conversation.

Health Insurance

University of Michigan students are eligible for several health plans offered through [University Health Service](#) (UHS). Students are eligible to receive many UHS services at no cost, however students (and/or their personal health insurance) are responsible for paying for any services received outside of UHS, even if ordered or recommended by UHS staff.

Vacations and Holidays

We honor all [University of Michigan holidays](#). Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the [University's policy](#) that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements.

SEL rotation sites may also honor additional national holidays. Students assigned to sites on those days will be assigned remote work or will reschedule their hours. Program Directors will work with students to accommodate limited vacation time during both summer practice experiences.

Support Services

Office of Student Affairs (OSA)

The [Office of Student Affairs](#) (OSA) consists of several units that collectively support University of Michigan School of Public Health students in all aspects of their journey. From the earliest days of filling out your application and being admitted, to enhancing your education with career development, student life, communications, programming, mental health and wellbeing resources, navigating your coursework, and building networks of support, the OSA team is available to help students achieve their goals both personally and professionally.

Mental Health Support

The University of Michigan's [Counseling and Psychological Services](#) (CAPS) provides free and confidential services for currently enrolled University of Michigan undergraduate and graduate/professional students. Services are free and confidential.

Career Development

The [SPH Graduate Career Development Office](#) can help you with next steps both professionally and academically. Additionally, the Program Directors and your academic advisor can provide career counseling. We also encourage you to enroll in the [UM SPH Connect program](#) for alumni mentoring opportunities and to join the UM SPH NS LinkedIn page.

Resources for academic support

Students in the Department of Nutritional Sciences have multiple resources for academic support. Resources for a variety of student services, including academic support can be found in this Nutritional Sciences [document](#). Specific support for International Students can be found [here](#).

SEL Specific Policies

SEL Hours Tracking

All SEL experiences, both in class and in outside experiences, are tracked through our online system, PRISM. A full description of tracking procedures can be found [here](#).

Travel

Students will be asked to travel throughout Michigan to and from SEL rotation sites. In some cases, this may require temporary relocation. In addition, certain site experiences may include local travel during that rotation (e.g. Meals on Wheels delivery).

Students are not required to have personal automobiles, although it is strongly recommended to support a broader range of experiential learning opportunities. If you do not own your own car, you may be required to rent, borrow, or utilize a ride share service. Students are also encouraged to carpool when appropriate, though this is at their discretion.

Students are responsible for safe travel to and from the assigned sites, as well as any expenses incurred for gas, tolls, meals, and housing to and from assigned supervised experiential learning sites, and professional meetings/conferences. While parking is often free at sites, when this is not the case, the cost is the responsibility of the student.

All students, regardless of car ownership, **are required to have a license that will allow them to drive in the US or obtain a US driver's license within 6 months of starting the program** to facilitate site placements. Students who use their own vehicle, must have automobile insurance to travel to off-campus supervised experiential learning sites.

Neither the University of Michigan nor the Dietetics Program is liable for accident or injury in transportation to and from supervised practice locations. For additional information on the UM travel policy, review this [website](#).

Michigan requires that all drivers carry liability insurance with a minimum coverage of \$20,000 per person, \$40,000 per accident. Each student should check with their insurance carrier as to the appropriate amount a student should carry given the use of the car.

Under the Michigan no-fault automobile insurance law, collision coverage takes on added meaning. If the automobile owner does not have collision insurance (insurance coverage on damages to the owner's car), the owner can only recover a maximum of \$400 for property loss to the car even if the owner was not at fault in the accident. In other words, if a driver negligently causes damages to another car, perhaps to the extent that it is total loss, the owner of the damaged car is still limited to a recovery of \$400 in any subsequent lawsuit, unless the owner has collision insurance. This limitation holds whether the owner is on personal or fieldwork site business.

SEL Placement Outside SE Michigan

In line with the School of Public Health's mission and guiding principles for equitable treatment of communities, you may be placed throughout the lower and upper peninsula of Michigan for summer rotations, which may require relocation and the costs associated with relocation. Rural communities are vastly underserved areas that are deserving of our expertise and help, and we are continuing to foster new relationships in these areas (e.g. tribal communities). In that case, we will make every effort possible to provide the student with additional support, though nothing is guaranteed and additional relocation costs might be incurred by the student.

Injury or Illness

Should illness or injury occur during a SEL rotation, the student will immediately report the incident to the onsite preceptor who will report it to the Program Director. If medical care is recommended by onsite personnel, it is up to the discretion of the student to seek medical care at their desired location. The student will then work with the Program Director to arrange a modified schedule that will meet the needs of the intern while maintaining the requirements of the program. All medical expenses are to be covered by the intern's personal insurance; worker's compensation insurance is not provided.

Background Check

For students to participate in SEL rotation experiences and outside opportunities, they must satisfactorily participate in a background check. Only upon successful completion of the background check will the student be allowed to participate in the mandatory SEL hours required for successful completion of the program. The Nutritional Sciences department uses third party vendor Complio, a compliance management system powered by American Databank, to perform background checks for all domestic and international students. The Director(s) of Dietetics will assess any criminal convictions on a case-by-case basis and determinations will be made based on the nature of the conviction. Students are responsible for uploading their background check results to PRISM prior to summer SEL.

Additionally, certain SEL rotation sites may have their own background check requirements that include needing a US Social Security Number (SSN). A student will only be able to complete the necessary hours at this site upon satisfactorily completing the site background check and paperwork. If you do not have a US SSN, you should obtain one prior to the start of the first summer SEL when you receive your CPT letter from the Program.

Urine Drug Screen

In addition to the criminal background check, participation in SEL rotations will require results of a urine drug screen test (negative result) consistent with industry standards in the healthcare field prior to the beginning of the Summer 1 SEL experiences. This must be obtained through an approved center on the dates specified by the Nutritional Sciences Department. The screen will include the following drugs: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Opiates, Phencyclidine, Methadone, Methaqualone, Propoxyphene, Marijuana. Students are responsible for uploading their drug screen results to PRISM prior to summer SEL.

The third-party vendor Complio will also be used to review and retain drug test results. For claims related to purported prescription medications, e.g. benzodiazepines, opioids, the student will provide documentation from the identified prescriber for review. The Director(s) of Dietetics will make a determination regarding the legitimacy of any prescriptions or evidence of illicit substance use.

Students who do not provide releases of information as needed for this review process or who refuse to provide a specimen, will be considered a positive drug test and subject to the established procedures for positive tests (see below for policy regarding positive screens).

If a student is contacted about the results of their drug screen and the student fails to respond within 3 business days, the school will again contact the student by email and/or by telephone. If the student still does not respond within 2 business days, this will be treated as a positive drug screen (see below for policy regarding positive screens).

Diluted test results (as determined by the Complio review team and/or the Director(s) of Dietetics), including diluted negatives, will require a follow-up drug screen at the student's expense. Drinking excessive amounts of liquids prior to the test can cause diluted test results.

Positive Urine Drug Screen Results

The results are maintained by the vendor and are not placed in the student academic files. The student will be interviewed as needed by the Director(s) of Dietetics and any other NS leadership relevant to the situation and determinations will be made on a case-by-case basis. The student will be responsible for any expenses related to follow up drug screenings requests.

Positive results are not specifically reported but all external and internal communication would indicate that the student is "not in compliance" with requirements for SEL rotations. However, as stated earlier, the positive results would be shared with the experiential learning sites per agency guidelines if the student is cleared for placements. SEL sites must also approve placements for students with positive drug screens or the placement will be canceled. While we will make every effort to reassign students to a site that will accept the department's determination, a student with a positive drug screen may be ineligible to participate in some or all SEL experiences, which may result in delay of graduation for one or more years.

The use of medical marijuana will provide a positive result on a urine drug screen. Students with a Medical Marijuana Registry Identification Card will still be required to provide a negative drug screen within the parameters outlined above.

Vaccinations

Students are responsible for providing proof of immunization and/or antibodies (titer), prior to the start of the winter semester in year 1 of the program. All clinical sites that will be used for SEL need evidence of the following:

- Tdap (tetanus, diphtheria and pertussis): within the past 10 years.
- Hepatitis B: 3 doses OR positive titer. A titer to confirm immunity may be requested by specific sites.

- MMR (measles, mumps, rubella): 2 MMR doses OR positive measles (rubeola), mumps, and rubella titers.
- Varicella zoster (chicken pox): 2 doses of vaccine OR positive titer.
- Influenza: Each fall for the next year (or approved exemption).

*Some institutions may require additional vaccines beyond those listed above; students will be alerted when this is the case.

In addition to the vaccination requirements, students will need to show a negative TB test(s) prior to the start of the summer semester in year 1 of the program.

- TB test: Evidence of two recent negative 2-step TBTs (2 separate tests at least a week apart) or QuantiFERON test. A student's site placements will determine which TB test(s) will be required and this will be communicated once the site has been assigned. **This is good for 1 year only and will need to be repeated in year 2 as well.**

Liability Insurance

The University of Michigan is self-insured and covers students with both general and professional liability insurance.

Malpractice insurance protects and covers individuals in cases of professional negligence or misconduct that results in mental or physical injury to clients/patients. This insurance is limited to professional interactions.

Regular liability insurance covers individuals for personal negligence or misconduct that results in injury to another (e.g., business, fieldwork site). This insurance covers individuals or fieldwork sites for injuries that occur because of the failure to meet reasonable standards of care and conduct.

Students are covered for malpractice under the University of Michigan policy, but there is no University general liability insurance policy that covers students. If a rotation site does not provide general liability insurance for student interns, it is the student's responsibility to obtain this insurance, if desired.

If you would like to purchase [additional insurance](#), you can do so through the Academy.

Compensation for SEL experiences

The program does not compensate students for participating in SEL experiences; this is a mandatory component of the program and a graduation requirement. Students may use current, compensated work positions for SEL experiences if appropriate. A request is made to the program by the student and these will be reviewed on an individual basis taking into account the competencies that are to be completed and the level of the position.

Use of Students as Employees

SEL is a vital part of the program and a graduation requirement. As the student progresses in skill and knowledge it is appropriate for them to provide staff relief while under the supervision of a practicing RDN. It is not appropriate for SEL rotation sites to use students to meet their own staffing needs, even in crisis situations.

UM Nondiscrimination Policy

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University, in its employment and human resource policies and practices, will not discriminate against any individual because of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status, except as allowed by the need for bona fide occupational qualifications. Reasonable accommodation will also be provided to persons with disabilities, to disabled veterans, and to accommodate religious practices. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

Value Statement

A strength of our community is its commitment to attracting, training, and engaging students, faculty, and staff from many backgrounds and cultures with varied values and perspectives. We seek to create an environment that invites and values the contributions of everyone, so that we can fulfill our public health mission. Toward this end, we are committed to honest and respectful dialogue, treating everyone with dignity and respect, and managing tensions and different viewpoints with maturity, sensitivity, and as growth opportunities. We view this approach as fundamental to achieving our educational, research, practice, and professional development goals because it provides opportunities for us to expand our horizons, learn from each other, and do our best work.

STUDENT LIFE

Student Organizations

Student Advocates for Nutrition (SAN)

[Student Advocates for Nutrition](#) is a campus-wide organization concerned with healthy eating and nutrition, sustainable food systems, and community nutrition. Activities include volunteering with local organizations, advocacy work, and tending to SAN's community garden at the School of Public Health.

Nutritional Sciences Student Association (NSSA)

[NSSA](#) is the student organization that represents graduate students in the Nutritional Sciences Department in the School of Public Health. They are focused on offering opportunities for professional development as well as hosting events to encourage networking and discussion of news and current events related to nutrition.

UM Campus Student Organizations

The [School of Public Health](#) and wider [University of Michigan](#) both have many opportunities to participate in student organizations.

Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics is the world's largest organization of nutrition and dietetics practitioners founded in Cleveland, Ohio, in 1917, by a visionary group of women dedicated to helping the government conserve food and improve the public's health and nutrition during World War I. Today, the Academy represents more than 112,000 credentialed practitioners — registered dietitian nutritionists, nutrition and dietetics technicians, registered, and other food and nutrition professionals holding undergraduate and advanced degrees in nutrition and dietetics, and students — and is committed to improving health and advancing the profession of nutrition and dietetics through research, education and advocacy.

Student fees for Academy membership are covered by the program each academic year.

APPENDICES

Appendix A: ACEND Competencies

The ACEND® Standards Committee developed standards and competencies for a new model for education in nutrition and dietetics with the purpose of advancing the profession and protecting the public. These comprise the Future Education Model Accreditation Standards for Graduate Degree Programs in Nutrition and Dietetics.

The ACEND Future Education Model Accreditation Standards emphasize integration of didactic and experiential learning to develop competence as the organizing principle of the curriculum and focus assessment on demonstration of competence. Both formative assessment (during the instruction period to provide feedback for improvement) and summative assessment (at the end of an instruction period) are used in the Future Education Model programs.

ACEND has modeled the development and assessment of competencies in the demonstration programs on Miller's Assessment Pyramid (Miller GE. The assessment of clinical skills/competence/performance. Acad. Med.1990; 65(9):63-67.), illustrating the progression of competence development from "knows", to "shows" and then "does" in practice.



Unit 1: Foundational Knowledge

Competency	*	Course or Experience where Assessed
1.1 Applies an understanding of environmental, molecular factors (e.g. genes, proteins, metabolites) and food in the development and management of disease.	S	NUTR 690 section 636: MNT I
1.2 Applies an understanding of anatomy, physiology, and biochemistry.	S	NUTR 690 section 636: MNT I
1.3 Applies knowledge of microbiology and food safety.	S	NUTR 690 section 635: Food Service and Culinary Science
1.4 Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food.	S	NUTR 690 section 636: MNT I
1.5 Applies knowledge of pathophysiology and nutritional biochemistry to physiology, health and disease	S	NUTR 690 section 636: MNT I
1.6 Applies knowledge of social, psychological and environmental aspects of eating and food.	S	NUTR 690 section 642: Community Nutrition SEL
1.7 Integrates the principles of cultural competence within own practice and when directing services.	D	Community Clinical Experience
1.8 Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy.	S	NUTR 637: MNT II
1.9 Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness.	S	NUTR 690 section 636: MNT I
1.10 Applies knowledge of math and statistics.	S	NUTR 688: Research Topics in NS
1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals.	D	Community Clinical Experience
1.12 Demonstrates knowledge of and is able to manage food preparation techniques.	D	NUTR 690 section 635: Food Service and Culinary Science SEL
1.13 Demonstrates computer skills and uses nutrition informatics in the decision-making process.	D	Acute Care Clinical Experience
1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle.	D	Community Clinical Experience
1.15 Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations.	S	NUTR 642: Community Nutrition

1.16 Gains a foundational knowledge on public and global health issues and nutritional needs.	K	NUTR 635: Food Service and Culinary Science
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Unit 2: Client/Patient Services

Competency	*	Course or Experience Where Assessed
2.1 Applies a framework to assess, develop, implement and evaluate products, programs and services.	D	NUTR 690 section 642: Community Nutrition SEL
2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations.	D	Acute Care Clinical Experience
2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings.	D	Community Clinical Experience
2.4 Implements or coordinates nutritional interventions for individuals, groups or populations.	D	Acute Care Clinical Experience
2.5 Prescribes, recommends and administers nutrition-related pharmacotherapy.	S	Acute Care Clinical Experience

Unit 3: Food Systems Management

Competency	*	Course or Experience Where Assessed
3.1 Directs the production and distribution of quantity and quality food products.	D	Food Service SEL Experience
3.2 Oversees the purchasing, receipt and storage of products used in food production and services.	D	NUTR 690 section 635: Food Service and Culinary Science SEL
3.3 Applies principles of food safety and sanitation to the storage, production and service of food	D	Food Service SEL Experience
3.4 Applies and demonstrates an understanding of agricultural practices and processes.	S	NUTR 635: Food Service and Culinary Science

Unit 4: Community and Population Health Nutrition

Competency	*	Course or Experience Where Assessed
4.1 Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs.	D	NUTR 642: Community Nutrition
4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy.	D	Advocacy webinar and activity

Unit 5: Leadership, Business, Management and Organization

Competency	*	Course or Experience Where Assessed
5.1 Demonstrates leadership skills to guide practice.	D	NUTR 601: Professional Development and Teamwork
5.2 Applies principles of organization management.	D	NUTR 602: Communication, Leadership & Management in Dietetics
5.3 Applies project management principles to achieve project goals and objectives.	D	NUTR 602: Communication, Leadership & Management in Dietetics
5.4 Leads quality and performance improvement activities to measure, evaluate and improve a program's services, products and initiatives.	D	NUTR 690 section 635: Food Service and Culinary Science SEL
5.5 Develops and leads implementation of risk management strategies and programs	D	NUTR 635: Food Service and Culinary Science

Unit 6: Critical Thinking, Research and Evidence-Informed Practice

Competency	*	Course or Experience Where Assessed
6.1 Incorporates critical thinking skills in practice.	D	Community Clinical Experience
6.2 Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research.	D	MS: research presentation in 688 MPH: PUBHEALTH 500
6.3 Applies current research and evidence-informed practice to services.	D	Acute Care Clinical Experience

Unit 7: Core Professional Behaviors

Competency	*	Course or Experience Where Assessed
7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services.	D	Acute Care Clinical Experience
7.2_Uses effective communication, collaboration and advocacy skills.	D	NUTR 602:Communication, Leadership &

	Management in Dietetics
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*Level of competency - K = Knows; S = Shows; D = Does

Please refer to [this document](#) for a complete mapping of all Performance Indicators.

Appendix B: Nutritional Sciences Competencies

- Describe physiological functioning of the digestive tract following nutrient intake through application of an anatomical visualization
- Explain how macro and micronutrient intake drive metabolic pathways and physiological function. Suggest interventions that address the role of the environment, food and lifestyle choices to enhance wellness in diverse individuals and populations
- Suggest interventions that address the role of the environment, food and lifestyle choices to enhance wellness in diverse individuals and populations
- Apply the principles and methods of nutrition assessment to monitor nutritional status and trends, identify at-risk individuals and groups and investigate diet and disease relationships
- Develop appropriate study designs to rigorously monitor and evaluate nutrition programs and policies in diverse contexts
- Demonstrate leadership skills that contribute to professional development and innovation in the field of nutrition
- Apply public health theoretical frameworks and nutrition research evidence to inform public health actions
- Explain dietary influences on health outcomes, and identify population-based strategies to improve nutritional health