

DIETETICS - GP MPH STUDENT HANDBOOK



2024-2025 Academic Year

Revised 2/25/2025



The University of Akron

College of Health and Human Sciences

School of Exercise and Nutrition Sciences

www.uakron.edu/nutritiondietetics/graduateprogram/

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Dietetics GP MPH Program

About the Program:

The Dietetics Graduate Program Master of Public Health (Dietetics GP MPH) is housed in the School of Exercise and Nutrition Sciences in the College of Health and Human Sciences at The University of Akron (UA). UA is a member of the Consortium of Eastern Ohio Master of Public Health (CEOMPH) as are Youngstown State University, Cleveland State University, and Northeast Ohio Medical University (NEOMED). All four CEOMPH members contribute faculty and resources to the program, including library and technology facilities.

Accreditation:

The Dietetics GP MPH is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (The Academy). To maintain accreditation status, a Progress Report, indicating substantial compliance and a summary of procedures for the program, is submitted to ACEND for approval. Periodic self-studies and site visits are required for accreditation. The MPH also is accredited.

Mission Statement:

Graduates of the Dietetics GP Master of Public Health will be prepared as entry-level Registered Dietitian Nutritionists (RDN) for future practice in the field of nutrition and dietetics with attitudes, understandings, and skills that will allow them to analyze critically and meet the diverse needs of individuals and/or society. The program provides graduates with the knowledge and tools to develop skills necessary to develop into leaders in the field and to translate and apply the science of food and nutrition to health.

Program Goals with Outcome Measures:

Program Goal 1:

75% of graduates will indicate they have the skills and knowledge to practice as entry-level Registered Dietitian Nutritionists.

Objectives

- 1) "At least 80% of program graduates complete program/degree requirements within 4.0 years (150% of the program length)".
- 2) "Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation".
- 3) The program will achieve a 75% employer satisfaction with graduate preparation for entry-level practice within one year of employment via survey using a 5-point Likert Scale with the opportunity to provide rationale for any responses not posted as the highest score. Employer satisfaction will be a rating of 4 or 5 on the Likert Scale.
- 4) Registration Exam:
 - a) "80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion".
 - b) "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%".
- 5) The program will achieve a 75% graduate satisfaction with graduate preparation for entry-level practice within one year of graduation via the Graduate Survey using a 5-point Likert Scale with the opportunity to provide rationale for any responses not posted as the highest score. Graduate satisfaction will be a rating of 4 or 5 on the Likert Scale.

Program Goal 2:

One year after graduation 50% of the graduates will exhibit behavior of the need for continuing education, leadership, and service to all individuals globally.

Objectives

- 1) 75% of graduates surveyed will demonstrate their leadership by becoming preceptors, clinical instructors, officers in their local, state, or national dietetic associations, or assisting in securing grants that provide services to a diverse population within 1 year of graduation.
- 2) 50% of graduates surveyed one year after graduation will be engaged with culturally diverse populations or in culturally diverse settings through employment, volunteering, or civic/community activities.
- 3) 80% of graduates surveyed 1 year after graduation will retain or plan to retain their RDN credential.

Program outcome data is available from the Program Director.

Code of Ethics for the Profession of Dietetics:

Preamble:

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- Assess the validity and applicability of scientific evidence without personal bias.
- Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- Practice within the limits of their scope and collaborate with the inter-professional team.

Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- Maintain and appropriately use credentials.
- Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- Provide accurate and truthful information in all communications.
- Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- Document, code and bill to most accurately reflect the character and extent of delivered services.
- Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- Participate in and contribute to decisions that affect the well-being of patients/clients.
- Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- Refrain from verbal/physical/emotional/sexual harassment.
- Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- Communicate at an appropriate level to promote health literacy.
- Contribute to the advancement and competence of others, including colleagues, students, and the public.

Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- Collaborate with others to reduce health disparities and protect human rights.
- Promote fairness and objectivity with fair and equitable treatment.
- Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- Promote the unique role of nutrition and dietetics practitioners.
- Engage in service that benefits the community and to enhance the public's trust in the profession.
- Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹ **Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are

derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.

Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.

<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>

Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.

Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

The Academy of Nutrition and Dietetics Membership and Registration

The Academy's Mission

Accelerate improvements in global health and well-being through food and nutrition.

The Academy's Vision:

A world where all people thrive through the transformative power of food and nutrition.

Principles: The Academy of Nutrition and Dietetics and our members:

Amplify the contribution and value of diverse nutrition and dietetics practitioners to the public

Position registered dietitian nutritionists as the experts in food and nutrition

Expand workforce demand and capacity

Incorporate research, professional development, technology, and practice to foster innovation and discovery

Collaborate with key stakeholders to solve the greatest food and nutrition challenges, now and in the future

Focus on making a system-wide impact across the food, well-being, and health care sectors

Have a global impact in eliminating all forms of malnutrition.

Student Membership in The Academy:

Students in dietetic programs at accredited colleges/universities are eligible for Membership in The Academy. Membership in The Academy is required for students in this program. Dues include subscription to the Academy Journal, daily news updates, and weekly public policy notices. Applications for membership are available on the Academy's website.

Information about the Academy is available from your academic advisor or through:

The Academy for Nutrition and Dietetics

120 South Riverside Plaza, Suite 2000

Chicago, IL 60678-7215

800.877.1600

www.eatright.org

Routes To Membership in The Academy:

Successful completion of a program accredited by ACEND with clinical experience in management, Medical Nutrition Therapy, and community nutrition provides graduates with eligibility for membership in the Academy. Discount rates are available for students and recent graduates.

SAVE MORE with the Academy's Career Starter Dues Program

The Academy's Career Starter Dues Program offers reduced dues rates for members in their first five years of Active category membership eligibility. To help you maintain your membership and get established in the profession, the Career Starter Dues program will incrementally transition your annual dues from a Student rate over time (up to five years) and then continue at the full Active membership rate.*



*Your Career Starter year is based on your eligibility date on file with the Commission on Dietetic Registration. Registration, or graduation date can be used.

TAKE ADVANTAGE TODAY

How do I enroll in the Career Starter Dues Program?

Current members are automatically enrolled in the appropriate year based on eligibility. If you became eligible as an NDTR, but have pursued your RDN credential, contact us to be placed back into the program.

Learn more at www.eatrightpro.org/CareerStarter.

Email membership@eatright.org or contact our Member Service Center at **800/877-1600, ext. 5000**.

International callers can reach us at **+1-312/899-0040, ext. 5000**. Available weekdays, 8 a.m.–5 p.m., Central Time.



Representing more than 112,000 credentialed nutrition and dietetics practitioners, the **Academy of Nutrition and Dietetics** is the world's largest organization of food and nutrition professionals. The Academy is committed to improving health and advancing the profession of dietetics through research, education and advocacy.

CAREER STARTER DUES PROGRAM

Find your place through
Academy Membership



As a new professional, the Academy has made it a priority to assist you by offering the reduced dues through the Career Starter Dues Program.

Scholarships:

Scholarships are available from The University of Akron, The College of Health and Human Sciences, Ohio Academy of Nutrition and Dietetics (OAND), the Academy, and various other sources throughout the year. Information regarding some of the scholarships will be posted on the Nutrition Brightspace Page or the university web page. Deadlines for applications will vary but most are considered during the spring semester.

To apply for scholarships, students must:

Complete application forms

Request required letters of recommendation from faculty well in advance of deadlines

Submit all materials before the deadline date.



FOUNDATION SCHOLARSHIPS

Our Foundation serves as the world's largest provider of dietetics scholarships. Since 2017, the Foundation has proudly awarded over **3.8 million dollars** in scholarships to support the educational advancement of more than 1,600 students and dietetic interns.

The Foundation awards scholarships on an annual basis to students at all levels of study. Foundation scholarships are available for:

- Undergraduate students of ACEND® accredited programs
- Graduate students
- Doctoral students
- Dietetic interns of ACEND® accredited programs
- Students of ACEND® accredited nutrition and dietetic technician programs

The next Foundation scholarship application will open in mid February

The ability for the Foundation to provide scholarships is determined by fundraising efforts and investment activity.



scholarship@eatright.org | www.eatrightfoundation.org/scholarships

Be a Student Representative on the CEOMPH Council:

Please see the Program Director to request being considered for this leadership role.

Program Information:

Estimated program costs

First year:

Name Pins - \$13

1. Go to gemawards.com.
2. Order this name tag. It is under business name tags.



- a. 1X3 inch, white
- b. Save this logo as a picture on your computer and upload it into the drop-down box.



- c. Please put the logo on the right side of the pin
- d. Select Magnet Backing (to save your clothing) unless medically contraindicated.
- e. Type in your name
- f. Your title is: Dietetic Student
- g. Double check your spelling and click on the box
- h. You don't need to add a design proof. I have already done that.
- i. Hit add to cart and pay for your order

Physical - \$50-\$100

Lab coats - \$50 - \$100

Affordable Uniforms has less expensive lab coats. <https://affuniforms.com>

Typhon account - \$50

Supervised Experiential Learning cost at CCF - \$50 if applicable

Physical Assessment Training - \$150

BCI and FBI Background checks - \$70

TB Tests and Flu Shots, annual - \$80

Transportation and parking fees - \$500 - \$1000

Books - \$500- \$900

Liability insurance - \$0

Drug screens (if applicable) - \$65

Other meetings and seminars - \$0-\$100

Student Membership in The Academy - \$58

Tuition information can be found on the Graduate School [Web site](#)

https://www.uakron.edu/student-accounts/costs/graduate_tuition.dot

Housing in the area can be found [here](#)

<https://www.uakron.edu/psychology/academics/industrial-organizational-psychology/io-graduate-students/places-to-live.dot>

Approximately \$2,700 in fees (no tuition)

Second Year:

RDN exam workshop - All Access Dietitians - \$300-\$400

Pocket Prep for RDN exam – no charge

BCI and FBI Background checks - \$70

TB Tests and Flu Shots, annual - \$80

Transportation and parking fees - \$500 - \$1000

Books - \$500- \$900

Liability insurance - \$0

Drug screens (if applicable) - \$65

Other meetings and seminars - \$0-\$100

Student Membership in The Academy - \$58

Tuition information can be found on the Graduate School [Web site](#)

https://www.uakron.edu/student-accounts/costs/graduate_tuition.dot

Housing in the area can be found [here](#)

<https://www.uakron.edu/psychology/academics/industrial-organizational-psychology/io-graduate-students/places-to-live.dot>

Approximately \$2,700 in fees (no tuition)

The nature of the program is that above-normal expenditures for transportation, uniforms, and textbooks are necessary.



FINGERPRINTING BACKGROUND CHECK SERVICES



Our Services:

The School of Counseling offers a state of the art biometric fingerprinting services for the BCI and FBI background check:

- **BCI: \$39**
- **FBI: \$39**
- **BCI & FBI: \$70**

All fingerprinting background checks are conducted in person and by appointment only with a government issued photo ID (e.g., driver's license, passport).

Our Location:

The C.P. & Cornelia Chima Family Center: 27 S. Forge Street, Akron, OH 44325

Contact Us:

Phone: 330-972-7777

Email: check@uakron.edu

Website: www.uakron.edu/soc/check

visit our website or scan



You may have your fingerprints taken at any approved location. Contact your local authorities for locations.

The code to give them for the reason you are having your fingerprints completed is;

BCI – option of “other”

FBI – Volunteer Children’s Act NCPA/VCA



2022 by The University of Akron

Important Points to Ponder:

- Your commitment to the program.
- The faculty is here to help you, encourage you, teach, guide, and mentor you but not to decide your future. You control your destiny and control your personal and professional growth over the next two years.
- Professionalism – dress, look, talk, and think PROFESSIONALLY.
- You are a student – not peers or faculty members, preceptors, etc. It is inappropriate to address faculty or preceptors by their first names.
- Supervised Experiential Learning sites and preceptors devote many hours to your education.
 - They do this for FREE. Without Supervised Experiential Learning sites and preceptors we would not have a program.
- Remember your behavior, attitude, and work ethic not only affects your but future students in the program. It also reflects the faculty, the program, and The University of Akron.

It is all up to you. You can do this and be successful!

Procedure For Applying to The Program:

- We are unable to accept international students.
- The Dietetics Graduate Program (GP) Master of Public Health (MPH) admits approximately 25 students (seats) in the fall of each year. Submission of an application and fulfillment of prerequisite requirements do not guarantee acceptance into the Dietetics GP MPH program. Admission is competitive and based on a holistic review of applicants.
 - Students applying to The University of Akron who intend to enter the program will be evaluated and admitted according to the following criteria:
 - I. Direct Admit Pool:** If the applicant is a University of Akron graduate in the Food and Environmental Nutrition program, or the Exercise Science program and have a 3.0 GPA, they will be directly admitted to the Dietetics GP MPH program.
 - II. Priority Pool:** Students placed in this category must have successfully passed all prerequisites courses with a B or better and have a 3.0GPA. Students will then be prioritized by the date of their application and undergraduate GPA.
 - III. Second Pool Admission Category:** If there are any students who completed their pre-reqs but there are no remaining seats left for the year, they will be placed in this category by date of application and will be accepted when a seat opens.
- The student will complete and submit the application to the Graduate School by the due date posted on the Graduate School web site.
- Process
 - The application will be reviewed/screened by a representative of the graduate school.
 - Once screened the application is forwarded to the Program Director. Once the Program Director approves of the applicant, she will forward the application to the Admissions Council of CEOMPH. The Admissions Council will accept or deny the applicant. The Admissions Council notifies the Program Director of their decision. If accepted, the Program Director notifies the graduate school of acceptance to the program.
 - The student will receive an email from UA and the CEOMPH congratulating them on their acceptance to the program.
 - Beginning with the 2025-2026 school year the program will be participating in DICAS. More information will be forthcoming.

Policies and General Program Information:

This program is an accredited, concentrated program that coordinates Supervised Experiential Learning with classroom lectures during the two years of the program. A concerted and cooperative effort is encouraged, on the part of preceptors as well as faculty, to stimulate in students a desire to discover resources and answers to many of their own questions.

The future of this program depends on the support and cooperation of each healthcare or community agency. Please be advised that critical and/or judgmental comments made directly to SEL site staff reflect upon you, personally, as well as on the program. Recommendations and comments from the preceptors, regarding the quality of your participation are shared with other professionals with whom you may be seeking future employment.

Please always keep in mind that a positive attitude promotes learning and makes your life more enjoyable. You are the only one who can control your attitude! Civility is always expected, whether in classes, Supervised Experiential Learning sites, laboratories, or other group situations.

Each SEL site will provide different opportunities and when made available students will be expected to fully participate in these opportunities. Additional opportunities may become available, and you are encouraged to participate in these and, in fact, may be required to participate.

Retention in the program is dependent upon successful attainment of the following policies. Any exception to this policy will be explicitly explained to the student verbally and in writing.

Participation in the program represents a specified number of hours in the classroom and supervised experiential learning areas to meet the program accreditation requirements. Supervised Experiential Learning (SEL) provides the opportunity for supervised practice required by the program, to develop the entry-level competencies needed for registration eligibility and employment.

Therefore, the following policies related to attendance and punctuality are to be followed:

- Attendance and punctuality (100%) in SEL and active participation in courses is expected unless excused for unusual circumstances by the instructor. This participation is imperative for the building of a sound foundation of theoretical concepts leading to competent professional performance in all areas of dietetics. Any time missed in SEL will be made up at a mutually agreed upon time with the preceptor.
- In case of illness and/or unanticipated absence, the student is expected to notify the SEL preceptor, and faculty instructor immediately. It will be necessary to make up any days that are missed in the SEL to comply with contractual requirements of the GP.
- The academic agreement signed by you is a contract between you and the program. Hours for each SEL are listed on the academic agreement. These hours have been sent to ACEND for our accreditation. You MUST fulfill the minimum hours on the academic agreement to be considered for graduation from the program.
- Attendance during times listed for SEL on any given day are approximate and may vary. You may find that you need to be at a SEL site longer than anticipated due to a schedule change. Flexibility is expected.
- You may expect a weekend or evening experience to be scheduled, if appropriate for the SEL site.
- Punctuality demonstrates self-responsibility and is expected for class, scheduled SEL, field trips, simulations, professional meetings, or seminars. Please allow sufficient time for travel. SEL hours for the program are minimal and every minute must count! In addition, you may be creating a good impression on a future employer.
- Students will be required to attend pertinent educational seminars as they arise, for which registration fees may be required. Your time must be flexible, as some experiences and field trips may be scheduled on short notice. Transportation to these seminars, as well as to SEL sites, will be the responsibility of each student, and punctuality is expected. Professional dress (no jeans) is usually worn on field trips.
- Students are expected to attend professional meetings/conferences as assigned throughout the two- year program. If a student is absent due to an emergency, alternate arrangements must be made with the instructor. The student may be required to research and present a related topic to classmates as assigned by the instructor or to substitute another professional meeting(s), if approved by the instructor.
- If the University is closed due to inclement weather before the student is due at the SEL site, he/she will not be expected to attend the SEL. Please notify the preceptor and the faculty instructor. If the University closes after the student arrives at the SEL site; the student should work for the time determined by the preceptor.
- Books purchased initially, while costly, will be used over the two-year period and will form the nucleus of the student's professional library. Textbooks are the basis for preparation to sit for the RDN exam. **DO NOT SELL BACK OR RENT YOUR TEXTBOOKS - YOU WILL NEED THEM IN THE FUTURE.** Workbooks and handbooks are also required for some courses.
- Make sure you keep copies of all your graded assignments. You will need these when developing your electronic portfolio.

Professionalism:

- Professional dress for the Food Systems Management SEL rotation includes clean, pressed khaki pants of respectable fit and length, a top with a collar, lab coats, appropriate hose or socks, rubber soled walking shoes (cleaned daily) or substantial “duty” shoes, no nail polish, or jewelry. (Only wedding band and post-earrings). Hairnets must be worn in areas where food is present. (Plastic gloves, provided by the SEL site, are usually required when handling food).
- For other SEL sites, clean, pressed clothing, and jewelry appropriate for professional persons working in a business office is expected. Respectable fit and length of dress or pants is expected. No pierced nose, eye, or tongue jewelry is allowed. Tattoos should be covered. If you are unsure of required professional dress, ask your preceptor. Name pins are to be worn in all SEL sites as part of the professional dress. Second year students - interviews for potential jobs after graduation must not be scheduled during class or SEL rotations! It is neither professional nor ethical for you to conduct interviews during the time allotted for SEL.
- When guest speakers present in classes, it is expected that you will wear professional dress to class.

Required Elements 8.1

Student Performance Monitoring:

- Weekly reports, projects, case studies, reflections, etc. are required in this program. Effective writing skills are imperative. In evaluating your writing your instructor may require you to re-write your work and/or may refer you to the writing lab for assistance. You are required to use the AMA reference style for all papers in dietetics. This will not be the case for MPH courses.
- End of the Semester Reviews are scheduled with the student and the Program Director, and at any other time deemed necessary by student, faculty, or clinical preceptor. After the second semester of the first year the faculty will conduct a total evaluation of each student's academic achievement, personal attitudes and ethics, professional involvement, contribution to the program, and in general the ability to demonstrate high quality standards required by The Academy. A majority rule will be sufficient to recommend remedial work prior to the student continuing in the program.

Process For Assessment of Student Competence & Reports of Performance and Progress:

- Throughout the SEL rotations, progression to entry level competence will be monitored and identified by the preceptors at the end of each SEL rotation. The course instructor will determine if the student has earned credit for the SEL rotation. The Program Director and/or course instructor will monitor the preceptor evaluations for each student in the SEL rotation.
- Faculty will determine if the student has earned a B or better in all courses. If not, the Program Director will be notified.
- The Program Director will meet with each student at the end of each semester to discuss the competencies not met, and the competencies that have been partially met. At this point, remediation will be planned to assist the student to meet the competencies at the appropriate level of where the student is in the program.

Student Remediation & Retention:

- The faculty want each student to be successful and graduate from the program.
- Re-evaluation of written SEL assignments:
 - In courses which are team taught, re-evaluation by a second instructor is possible if the following criteria apply:
 - 1) if original grade is C- or lower, and
 - 2) if the request is brought to the Program Director within one week after the assignment was returned. A second instructor to grade the assignment will be randomly assigned from among the faculty teaching the specific course. The revised grade will be an average of the two grades.
- For continued participation in the program and to receive a Verification Statement, students must maintain a 3.0 GPA each semester and earn a minimum grade of "B" (3.00) or "Cr" in the courses listed in the Dietetics GP MPH Curriculum Guide.
- For SEL courses, the student's academic work must be equivalent to a B (3.00) for the student to receive credit for the SEL rotation. If a student does not receive credit for a SEL rotation, they may be dismissed from the program depending on the determination of the course instructor and the Program Director.

In Progress:

In Progress (IP) grades indicate that the student has completed passing work but that some part of the work is, for a good and acceptable reason, not complete at the end of the term. You must request an In Progress from the course instructor. When the work is satisfactorily completed within the allotted time the "IP" is converted to the grade that the student has earned. The request for an In Progress is to be for atypical and serious situations during the semester. It is the right of the instructor to deny the request for an In Progress.

Disciplinary & Termination Procedures:

Students are advised to become aware of and follow the Student Conduct and Community Standards located on The University of Akron web site at www.uakron.edu/studentconduct.

In the event a disciplinary issue is not appropriate to go to Student Conduct and Community Standards, the issue will be investigated by the Program Director. The information collected will be discussed at the next faculty meeting. If the situation is egregious to the point of dismissal from the program, the faculty will vote in favor or against the student being discharged from the program.

Supervised Experiential Learning (SEL) Documentation:

- The faculty member in charge of the SEL rotation will assist the student to locate sites and/or preceptors, considering student preference, and initiate an Affiliation Agreement with the SEL location. If a student lives out of the Akron, OH area the same process is followed. However, students will be required to complete the Finding SEL Sites form which is found at the end of the Dietetics GP MPH Student Handbook. The handbook is found at <https://www.uakron.edu/nutritiondietetics/graduateprogram/Handbook-GP-MPH.pdf>. The Program Director or faculty member in charge of the rotation will inform students when the form is to be submitted.
- All SEL hours will be recorded by the student in Typhon. The Program Director or the SEL Instructor will monitor and approve all entries in the system for each SEL rotation.
- If a student completes simulations or any other activity that can count for SEL hours, the student must record the hours as approved by the course instructor or the Program Director.
- Any hours granted for the waiver process will be recorded by the student in Typhon and approved by the Program Director.
- Students should arrange to discuss major objectives (SMART Goals) with preceptors during the first week of SEL rotations before the schedule for subsequent weeks is finalized.
- Class assignments and/or SEL projects are not to be completed during SEL time unless specific approval is granted by the preceptor/instructor.
- Because students are unable to have identical experiences and will observe a variety of techniques used in accomplishing similar goals, the post SEL conferences provide students an opportunity to share their experiences and to learn from one another. Your attendance at pre- and post-clinical conferences is required.
- The number of SEL hours per rotation are as follows
 - SEL in Nutrition 200 hours or more
 - SEL in Long Term Care 480 hours or more
 - Clinical 300 Clinical hours minimum
 - Foodservice 180 Foodservice hours minimum
 - SEL in the Community 400 hours
 - Total hours are 1,080 SEL hours for the program

Equitable Treatment:

- Program faculty will support the diverse needs of students, ensure an inclusive environment, and ensure equitable treatment by program faculty and preceptors of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.
- This policy mirrors the university policy on equitable treatment.
- Any student feeling their rights have been violated can meet with the Program Director.

Required Elements 8.2

Insurance Requirements, Including Those for Professional Liability:

- Students are required to comply with the rules and regulations necessary to meet the foundation knowledge and skills for dietetics.

- Medical insurance, proof of immunization and, a thorough criminal background check (BCI/FBI) for SEL are required. The background check may reveal a student's unsealed and sealed criminal record.
- Evidence of health insurance and a physical examination are required to participate in SEL sites.
- The physical examination, preceding clinical experience, must include an annual two step TB skin test or chest x-ray, Hepatitis B series (titer), updated MMR, and tetanus booster, and COVID vaccination. Proof of required vaccinations is mandatory. Some facilities are requiring a titer for proof of vaccination.
- A two-step TB test will be required prior to the start of the fall semester of both years (or equivalent blood panel).
- Most health care facilities are requiring influenza vaccinations. The student should plan on obtaining a vaccine each year.
- Liability insurance is required and will be provided by the university blanket policy through course fees for SEL sites. The Program Director arranges this through the university. Once the fee has been paid, the policy runs from January through December (12 months).

Liability for Safety in Travel to and From Assigned Areas:

Reliable transportation to all SEL sites, seminars, and field trips is the responsibility of the student. Often parking is free at these sites. However, if this is not the case, the student is responsible for the cost to park. Neither The University of Akron nor the Dietetics GP MPH is liable for accident or injury in transportation to and from Supervised Experiential Learning locations.

Injury & Illness:

In the case of injury or illness while at the SEL site, students should report to the Emergency Room, clinic, nurse's office, or other health service if available. If not available, students should follow the policy of their individual health insurance provider. Neither The University of Akron nor the Dietetics GP MPH assumes legal responsibility for or obligation for medical services provided. The Program Director will be responsible for notifying SEL sites with health information and fingerprint reports. Utmost care will be taken to maintain confidentiality.

Drug Screening and Drug Policy:

- Some facilities may require that students submit a drug screen. The student is responsible for payment of the drug screen and for securing a drug screening facility.
- The College of Health and Human Sciences (CHHS) is dedicated to the safety and wellness of all students and the protection of those they serve. Therefore, the following drug and alcohol policy will be enforced for all CHHS students.
 - Unauthorized consumption, distribution, possession, use, or being under the influence of drugs or alcohol is strictly prohibited on campus, during remote/distance-learning activities, and during a student or trainee role off campus for CHHS students and may result in discipline, including the inability to complete a program of study. Additionally, all students must understand and follow all program and school-related policies (e.g., student handbook procedures, web-based guidelines, etc.) and non-university organizational policies while training off-campus.
 - Students alleged to have violated this policy will be referred to the Department of Student Conduct and Community Standards for discipline as outlined in the Code of Student Conduct. Students found responsible for a violation of this policy may be issued sanctions including but are not limited to, attendance at workshops, educational sanctions, disciplinary probation, suspension, dismissal, and other consequences appropriate to the violation.
 - For more information about the Code of Student Conduct, see University Rules 3359-41-01, available at <http://www.uakron.edu/dotAsset/1344508.pdf>

Requirements that Students Doing SEL must not Replace Employee:

Student work in SEL sites may not be used to replace employees at the facility.

Students & Paid Compensation:

- "In Progress" in courses will be given only under very extraordinary circumstances, and only when the student has

been doing acceptable work.

- Students do not receive financial compensation for SEL rotation hours.

Process For Filing & Handling Complaints:

Students or preceptors who wish to express a complaint or concern about courses, faculty, preceptors, other students, existing policies, and procedures, etc. should follow appropriate lines of communication.

Courses of action:

- The student(s) or preceptor(s) should first request an appointment with the instructor of record to discuss and attempt to resolve the concern/complaint. Full-time faculty will have office hours posted on the course syllabi. A request for an appointment may be made in writing through email, or by phone.
- If the problem remains unresolved (or if the student(s) or preceptor(s) feel they are unable to approach the instructor of record about the matter), the student(s) or preceptor(s) should then request an appointment with the Program Director.
 - The student(s) or preceptor(s) should be prepared to list:
 - 1) the nature of their concern(s)
 - 2) what steps they have already taken to resolve the matter
 - 3) their expectations regarding how the matter should be resolved.
- The student(s) or preceptor(s) may take unresolved issues to the Director of the School for Exercise and Nutrition Sciences for further review. Judith A Juvancic-Heltzel jaj52@uakron.edu.
- If the issue is still unresolved, the student(s) or preceptor(s) may make an appointment with the Dean of the College of Health and Human Sciences for further review.
- If the complaint/concerns/allegations involve the conduct of a fellow student or a faculty member, complainant(s) should be prepared to document their complaint(s) with verifiable facts (dates, description of incidents, persons involved, etc.).
- If the matter involves the time schedule or content of a course, resolution may require input from all program faculty as well as other branches of the University organization. This means resolution of a problem may not occur within the semester during which it is identified.
- Students are expected to comply with appropriate standards of confidentiality and ethical behavior regarding faculty, fellow students, University staff, SEL based employees, and patients/clients during their matriculation through the Dietetics Program.

Process For Submission of Written Complaints to ACEND:

If there is an unresolved issue with the accreditation standards for the Graduate Program after all the above avenues have been exhausted, the student(s) preceptor(s) may contact ACEND at 1-800-877-1600, ext. 5400.

Policies For Assessing Prior Learning or Competence:

The CEOMPH does not permit credit for prior learning or competence.

Procedure for the Waiver Process for SEL rotations:

Students will submit documentation that will verify employment place(s), date(s), and supervisor's name(s) and provide documents from the work experience that relate to the competency statements. The documentation shall list the competency number with the related experience.

Documentation should demonstrate the level of current knowledge, work experience and skill competency.

A separate interview will be scheduled for the applicant to present the document to the application review committee.

- The applicant will participate in the interview process, which will be scored and become part of the total application score.
- Documentation for the waiver is to be submitted according to the waiver criteria listed below.
- The student should review the competency statements for the program to determine their level of expertise and fulfillment of the required competency. They can review their information with the Program Director prior to

submission.

- If the overall score of the application means acceptance to the program, the documentation submitted for waiver of Supervised Experiential Learning shall then be reviewed.
- For Food Systems Management, documentation should include one or more of the following: menu planning, supply and food procurement, food production, food service systems, sanitation and safety, continuous quality improvement, management functions and skills. Higher level skills, such as financial resources management, human resource management, project management, shall not be waived. Students possessing these higher-level competencies in one type of facility will be placed in a contrasting management rotation, i.e., a student with experience in long term care will be placed in a school lunch facility. Examples of work include but are not limited to: menus planned, personnel evaluations, production records, copy of purchasing activities.
- For Community Nutrition, documentation should include information on community nutrition education, participation in a Women, Infant, and Children (WIC) program, nutrition education at health and wellness facilities, program development at county boards of health. Samples to be included in the documentation may include but are not limited to nutritional screenings and assessments reflecting the nutritional status of the community or specific populations, documentation of providing nutrition care or education for community groups across the lifespan, in-service programs for a diverse population, and/or documentation of community-based health promotion programs.
- For Clinical Nutrition, documentation should include information on utilization of the Nutrition Care Process, providing nutrition education, completing, and interpreting nutrition assessments, calculating nutritional needs and making recommendations according to the nutrition care process. Samples to be included may include but are not limited to examples of the Nutrition Care Process documentation, completed nutrition assessments, medical nutrition therapy recommendations and calculations made.

Graduation & Program Completion Requirements:

- Students will have 6 years to complete the program.
- To practice in the State of Ohio, a license issued by the Ohio Medical Board is required.
- Graduates may obtain a limited permit to practice after graduation by sending an official transcript to the Ohio Medical Board and completing the application for a limited permit.
- Upon satisfactory completion of the program each student is eligible to take the Registration Examination for Dietitians. It is expected that graduates of the program will sit for the RDN exam.
- Graduates may obtain a permanent license to practice after graduation after an official transcript has been sent to the Ohio Medical Board and after passing the Registration Examination for Dietitians.
- It is the student's responsibility to determine if licensure is required in the state where you will be practicing. Go to <https://www.eatrightpro.org/advocacy/licensure/licensure-map-and-statutes-by-state>
- The completion of a survey by every graduate after approximately one year of employment is required to maintain accreditation status. This will provide information for program evaluation and planning.

E-Portfolio:

This is an electronic folder where you will save your MPH work, for a few reasons:

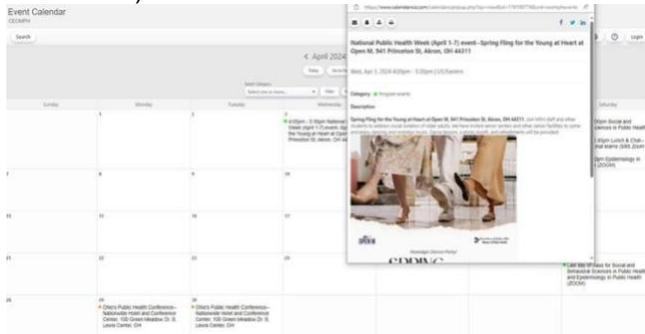
- Student computers crash (we have been asked several times to find past assignments for students!)
- You need it to complete the program (it is one of the components to finish the MPH program)
- Nutrition track students need it as evidence for competency completion
- You will have a portfolio showing your abilities in public health! I know some students have cited these in employment interviews!

Here is the link! <https://screenpal.com/watch/cZnu3mVKtdL>

MPH Calendar:

CalendarWiz will inform you of the start of classes, deadlines, volunteer opportunities, etc. Check it out at <http://www.calendarwiz.com/CEOMPHEvents> Click on the event and the pop-up will provide details! We color coded the events: **blue dot**=exit presentations; **green dot**=program events; **orange dot**=external events (e.g., service opportunities and

conferences).



Resources

CEOMPH events calendar. <http://www.calendarwiz.com/CEOMPHEvents> Accessed March 27, 2024.

Verification Statement Requirements:

- The Dietetics GP MPH is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The student's Academic Program Requirements include courses which meet the Verification Statement requirements.
- Upon graduation, the Verification Statement is signed by the Program Director, indicating satisfactory completion of the program requirements.
 - To earn a Verification Statement students must have a 3.0 GPA and obtain a grade of "B" (3.0) or better in all courses (unless waived).
 - In addition, students must complete all Supervised Experiential Learning rotations with a minimum of a CR.
 - Students will receive six copies of the Verification Statement which should be stored in a safe location.
- Upon successful completion of the program, the Program Director will submit verification data to the Commission on Dietetic Registration (CDR) with each graduate's current information. After the candidates are sent as a class to CDR by the Program Director, an Authorization to Test letter with information on how to schedule the Registration Examination for Dietitians will be sent to the candidate by CDR.
- Graduates are eligible to take the Registration Examination for Dietitians after successful completion of the program.
- The computer-based Registration Examination for Dietitians is conducted at centers designated by CDR. Information is provided during the second year of the program.

Distance Instruction & Online Testing:

- The faculty member in charge of the SEL rotation will assist the student to locate sites and/or preceptors, considering student preference, and initiate an Affiliation Agreement with the SEL location.
- If a student lives out of the Akron, OH area the same process is followed. However, students will be required to complete the Finding SEL Sites form which is found at the end of this handbook. The Program Director or faculty member in charge of the rotation will inform students when the form is to be submitted.
- The courses with examinations will use the Respondus-Lockdown Browser which is accessible on Brightspace. Each student will have their picture on the website which will allow the faculty member for the course to compare the person taking the examination to the student picture on the website to ensure the student is taking the examination.
- All students provide a picture of their driver's license or official identification card from the Bureau of Motor Vehicles.
- All students record a short introductory video at the CEOMPH orientation which will be accessible by all faculty and students in the program.

Required Technologies and Technology Skills:

- Students must have access to a computer capable of handling Brightspace and Blackboard Learning Platforms. These are free of charge to all students.
- Students will be expected to upload papers, listen to streaming excerpts, and take quizzes and exams.
- Assignments may be submitted in the following formats only: Microsoft Word, Excel, and PDF unless instructed differently by a faculty member.
- Use a mouse or keyboard to navigate online content.
- Type all assignments.
- Create documents, spreadsheets, and presentations.
- Open, minimize, and close computer applications.
- Participate in online discussion boards.
- Participate in online chat rooms.
- Identify, open, and create common file formats such as .doc, .docx, .pdf, .ppt, .pptx, or .txt. The university provides a Google Apps account to all students, and Google Apps can be used to create files in these file types.
- Use appropriate plug-ins when required.
- Have a working knowledge of Outlook, Teams, Panopto are expected in all courses.
- The computer must have a camera.
- If you encounter technical difficulties, please call IT at (330) 972-6888.

Withdrawal & Refund of Tuition and Fees:

- A student may drop a course through the 14th calendar day of a semester or proportionately equivalent dates during other sessions: a "drop" will not appear on your transcript, as the class simply "disappears."
- After the 14th calendar day period, students may withdraw from a course through Workday until the 49th calendar day of a semester or proportionately equivalent dates during other sessions: a "WD" will appear on the student's transcript.
- A withdrawal may affect your financial aid, eligibility for on-campus employment and eligibility for insurance, so speak with an advisor for details. Questions regarding registration can be addressed by the Office of the Registrar, 330-972-5400. Read more about the official University Withdrawal Policy.
- The student will need to contact the registrar's office to determine the procedure for attaining refunds on tuition. Contact information is found on the university web site.

Program Schedule, Vacations, Holidays:

- The program follows all university calendars for semester begin and end dates and holidays.
- Students requesting a vacation will be required to meet with the Program Director to discuss feasibility.

Protection Of Privacy:

- Under the Family Educational Rights and Privacy Act (FERPA), higher education institutions are limited in the information they can reveal about students.
- FERPA also grants students certain rights, including the right to keep their educational records private. Because it is important that students know and understand the rights granted by FERPA, The University of Akron has drafted this document as a way of informing you about your FERPA rights. For more detailed information, please consult the University's rule 3359-11-08 on policies and procedures for student records.
- All new and continuing students should log onto Workday to control the release of information. If a current or former student is unable to log onto Workday to release the information, please see the Authorization and Request for Release of Records and Information Form.
- For additional information please see the Registrar's Webpage and contact the Family Policy Compliance Office.

Student Access to Their Own Files:

- Students have access to their files with SEL evaluations at any time. These are stored in Typhon.
- Students may have access to any files not stored in Typhon by contacting the Program Director.

Access to Student Support Services:

The faculty and preceptors want all students to be successful and graduate from the program.

- Academic support for students is available free of charge including writing labs, study skills lab, and tutorial services. Help a Zip can be used to report if you are having academic, mental, or financial concerns. https://www.uakron.edu/audiences/current_students/academic_resources.dot. This information can also be found on course syllabi.

ENGLISH LANGUAGE INSTITUTE

Tutoring

What: One-on-one sessions to work on pronunciation, presentations, homework, etc.
Where: Olin Hall 302
How Long: 30 min.



Graduate Seminar

What: Talks on topics of interest for grad students
Where: Olin Hall 302
How Long: 50 min. weekly

ELI Workshop

What: Learning American English Phonetics, usage, and expectations of an American classroom
Where: Olin Hall 372
How Long: 50 min. weekly

Bus Tours

What: Learning to ride Akron Metro
Where: Olin Hall 302
How Long: 1st Friday of the Month

Email: ua-eli@uakron.edu
Phone: 330-972-7544

Employment Opportunities:

- A student majoring in Dietetics gains some knowledge and experience in all three areas of specialization: management, medical nutrition therapy, and community dietetics.
- Rewarding positions may be found in a variety of settings: hospitals, schools and colleges, commercial food services, community agencies, health care agencies, with manufacturers and distributors, with family practice units and private physicians requiring the professional services of a Registered Dietitian Nutritionist, or in food and nutrition research.
- The average salary for Registered Dietitian Nutritionists is approximately \$55,000 annually.

Typhon:

The following items will be downloaded by the student into Typhon

- Typhon documents - completed
 - 1st year**
 - Health Requirements Report Form
 - Immunizations
 - COVID Vaccine
 - Hepatitis B/Titre
 - Mantoux Test
 - Flu Shot
 - Insurance Information
 - Student Information Sheet
 - Student Agreement
 - HIPAA Quiz
 - Fingerprint Report
 - Academy Membership
 - 2nd year**
 - Mantoux Test
 - Flu Shot
 - Fingerprint Report
 - Academy Membership

Forms:

Physical Health Examination. The Ohio Revised Code requires all persons working (or learning) in health care settings to undergo a physical exam. A copy of a physical exam from a place of employment or the military reserves is also acceptable if completed within 12 months of the first day of fall semester) Deadline for submission is first day of fall semester.

*You may secure all the required health requirements through a private physician, health care agency, the Akron Health Department or UA Student Health Services. Call for pricing information.

**The University of Akron Dietetics GP MPH
Health Requirements Report Form**

STUDENT NAME: _____
(Please Print) Last Name, First Name M.I.

PHYSICAL EXAMINATION:

Ht.	Wt.	B.P.	Temp.	Pulse	Resp.
Eyes	Ears (Hearing)	Thyroid	Heart	Lungs	Abdomen
Musculo-Skeletal	Peripheral Vascular	General Appearance	Skin	Spine (note curvature)	

<p>Medical Problems</p> <p>Allergies</p> <p>Medications</p>

IMMUNIZATIONS:

Immunization	Proof of Immunization	Date:	Titer Ratio: If Applicable
Negative tuberculosis (TB) skin test	Two-step Mantoux test (TB test), QuantiFERON®-TB Gold test, or T-Spot test within twelve (12) months before the clinical rotation start date, with annual updates while in the clinical portion of the training.		
Subsequent annual tuberculosis (TB) test	Negative test result One-step Mantoux test (TB test), QuantiFERON®-(TB Gold test or T-Spot)		
Immunization for chicken pox (varicella) 2 doses OR positive titer	Dated immunization record OR Dated positive titer results (if had chicken pox previously)		
Hepatitis B titer	Vaccination + Positive Titer = Titer Results		
Tdap (tetanus, diphtheria, pertussis) booster within the past 10 years	CDC-approved boosters: Adacel and Boostrix		
MMR (Mumps, Measles and Rubella) vaccine 2 doses	Dated immunization record OR Positive Titer		
Influenza immunization (November-March) annually	Dated immunization record		
COVID Immunization - 2	Dated immunization record		

**INSURANCE INFORMATION DIETETICS GP MPH
THE UNIVERSITY OF AKRON**

MEDICAL INSURANCE INFORMATION:

Student's Name _____

Address _____

Phone _____

In case of emergency contact

Name Phone

Health and Accident Insurance Company _____

Name of Insured _____

Policy and/or Group Number _____

I certify that the above information is true and complete to the best of my knowledge. I understand that I am covered by the University of Akron blanket liability insurance policy during my Supervised Experiential Learning rotations in the program and that I am responsible for my own health and accident insurance coverage.

Student's signature Date

Student Information Sheet

Name _____
Last First M.I.

Permanent Address: _____
Number Street

City State Zip Code

School Address: _____
Number Street

City State Zip Code

Date of Birth _____ Mother's Maiden Name _____

Student ID # _____

School Email _____

Personal Email _____

Phone Number _____

Dietetics GP MPH Student Agreement

I agree to accept and abide by the policies and curriculum of the Dietetics Graduate Program Master of Public Health at The University of Akron which is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Upon satisfactory completion of this program and graduation from the University, I understand that I will:

- qualify for active membership in The Academy of Nutrition and Dietetics.
- be eligible to take the registration examination for Registered Dietitian Nutritionists.
- and be able to apply for a Limited Permit from the Medical Board to practice dietetics in Ohio.

I understand that as a student I am representing The University of Akron and the Dietetics GP MPH program. I understand that I am responsible for fostering positive relationships with peers, faculty, and preceptors that will facilitate a positive working and learning environment and, thus, ultimately strong letters of reference and recommendation.

I understand that Supervised Experiential Learning rotations are offered at local facilities to enhance the learning process and to complete the number of practice hours required by the program. Facility preceptors and university faculty work together to help me to attain the goals and competencies of the GP MPH. I understand that the facilities, faculty, and the Program Director expect me to be at SEL placements when scheduled and to act in a professional, respectable manner.

I agree to extend my best effort to function in a manner appropriate with the SEL facility, dietary staff, and University instructors. I hereby waive any claims against the facilities, personal or otherwise, that might arise during this association.

I agree to undergo a physical examination and obtain required immunizations to safely function in the SEL locations. I agree to maintain personal health insurance throughout the program. I agree to obtain background checks and complete drug screens where required.

I understand that active learning in all courses is imperative for the building of a sound foundation of theoretical concepts. I also understand that I will not be able to continue in the program if I do not participate in courses or SEL rotations for any reason if it becomes a problem. Poor or borderline performance in classes and/or SEL rotations may also result in dismissal from the program.

I have reviewed and understand the program policies and agree to adhere to the policies. I understand that if I do not adhere to the policies or achieve satisfactory performance, I may be asked to leave the program.

I have reviewed and understand The University of Akron policy on plagiarism, cheating or other forms of dishonesty and The University of Akron Department of Student Conduct and Community Standards available in the Student Bulletin. I understand that if I do not adhere to the policies, I may be asked to leave the program.

I agree to complete a questionnaire for the Program Director after approximately one year of employment. Evaluations from both the graduate and the employer are continued accreditation requirements.

I have read the contents of this student handbook and have access to a copy on the program page on the University website.

Signature of Student

Signature of Program Director

Date

2/29/2024

Test Your HIPAA Compliance Knowledge [HIPAA Quiz]

After reviewing the information found at <https://www.hhs.gov/hipaa/for-professionals/index.html>
Answer the following questions.

The HIPAA privacy rule was enacted in August 1996 in an attempt to reform healthcare and respond to issues concerning the electronic transmission of patient health information. HIPAA complaints and violations can compromise patients and lead to [fines](#) ranging from \$100 to \$1,500,000 — and even imprisonment. In today's cybersecurity climate, it's vital that all [locum tenens providers](#) are well-versed in HIPAA compliance to ensure the privacy and security of patients' health information. So, how well do you know HIPAA provisions? Take our HIPAA quiz to find out.

HIPAA Quiz: What's Your HIPAA Compliance IQ?

Below you'll find 10 questions covering various components of HIPAA compliance. Click below to find the correct answer.

- 1. Which of the following is NOT a purpose of HIPAA?**
 - A. To prevent abuse of information in health insurance and healthcare.
 - B. To establish continuous healthcare coverage for patients who are switching jobs.
 - C. To better manage protected health information.
 - D. All of the above are purposes of HIPAA.
- 2. True or false: While healthcare providers must follow HIPAA rules, health insurance companies are not responsible for protecting patient information.**
 - A. True
 - B. False
- 3. True or false: Billing information is protected under HIPAA**
 - A. True
 - B. False
- 4. A "covered entity" is:**
 - A. A patient who has consented to keeping his or her information completely public.
 - B. Any healthcare professional who has direct patient relationships.
 - C. Required by law to follow HIPAA rules.
 - D. B and C.
- 5. In the context of HIPAA, what is the difference between privacy and confidentiality?**
 - A. Healthcare providers are only responsible for maintaining patient privacy.
 - B. Privacy is the patient's right, while confidentiality is the provider's, company's, or program's obligation to protect the patient's privacy.
 - C. Patients can ask for their information to be kept private, but not confidential.
 - D. They mean the same thing.
- 6. In which cases can a facility legally share patient information?**
 - A. When working with other members of a patient's healthcare team to determine best treatment options.
 - B. A facility is never allowed to share patient information.
 - C. When making a legally mandated report or disclosure.
 - D. A and C.
- 7. In which cases can a healthcare provider legally share patient information?**
 - A. Judicial proceedings.
 - B. Identification of a dead body.
 - C. A healthcare provider is never allowed to share patient information.
 - D. A and B.

8. Which of the following is an example of a good precaution to protect patient information?
- A. Locking paper records and setting computer passwords.
 - B. Not using patients' names in public areas.
 - C. Taking the family aside and speaking quietly when discussing a patient's state.
 - D. All of the above are responsible precautions to take.
9. What does "NPP" stand for?
- A. No patient protection.
 - B. Non-private practice.
 - C. Notice of privacy practices.
 - D. Non-protected patient.
10. In addition to healthcare providers and other involved professionals, who is allowed legal access to a patient's protected health information (PHI)?
- A. The patient's spouse.
 - B. The patient's boss.
 - C. The patient's long-term boyfriend or girlfriend.
 - D. None of the above.

Finding Supervised Experiential Learning (SEL) Sites

Student Name _____ City and State _____

Semester/Year Fall Spring Summer 202___

Rotation Clinical (Hospital) Long Term Care Community

Please list 3 (or more) locations for SEL sites in your area. Please list in order of your preference. A driving time of 30-40 minutes is appropriate.

1 Facility Name _____
 Address _____
 Facility Phone Number _____
 Possible Preceptor (Must be an RDN)
 Name _____
 Email _____
 Phone _____

2 Facility Name _____
 Address _____
 Facility Phone Number _____
 Possible Preceptor (Must be an RDN)
 Name _____
 Email _____
 Phone _____

3 Facility Name _____
 Address _____
 Facility Phone Number _____
 Possible Preceptor (Must be an RDN)
 Name _____
 Email _____
 Phone _____