



JOHNSON & WALES
U N I V E R S I T Y

Master of Science in Clinical Nutrition & Dietetics Program

Student Supervised Experiential Learning Handbook

2024-2025

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Introduction to Supervised Experiential Learning

Welcome to the Johnson & Wales University's MS in Clinical Nutrition & Dietetics (MSCND) Graduate Program. We are excited to have you join our new and innovative program. Our MSCDN program has been granted candidate status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The program is an ACEND Future Education Model (FEM) Graduate Program (GP). ACEND FEM GPs integrate didactic coursework with supervised experiential learning (SEL) in a competency-based curriculum designed to prepare nutrition and dietetics graduates for future practice. Appendix A shows the sample program plan of study. This 16-month program includes at least 1000 hours of supervised practice to meet ACEND requirements for the Commission on Dietetic Registration (CDR) registration examination for dietitians.

SEL is "planned experiential learning activities in which students perform tasks under supervision to demonstrate mastery of ACEND competencies. Experiential learning activities can include case studies, role playing, simulation and practice in professional work settings." ACEND defines alternate experiences as "An activity that resembles or imitates real-life work experiences through guided, participative experiences that evoke or replace substantial aspects of the real world in a fully interactive manner.

SEL Placements and the Specialty Rotation

The SEL coordinator places students in clinical, foodservice, and community sites based on the course learning activities and competency assessment requirements. Students learn and meet competencies by assisting preceptors with various tasks and working independently on their own projects. SEL requires onsite availability throughout the program. Students must be present during the hours selected by the preceptor regardless of the time of day or day of the week, except for JWU holidays or vacations.

The SEL coordinator secures site placements and preceptors. One exception is the specialty rotation weeks scheduled at the end of the program. This rotation allows the student to visit a site of their choice to experience new opportunities that meet their career goals. Students can either choose from existing established rotation sites, or they can pursue a new site. If it is a new site, the student will work with the SEL coordinator to follow the program's policies and procedure for establishing a new site/preceptor. Students will be responsible for the cost of either daily travel to and from SEL sites or overnight lodging.

Students will document their SEL hours via EXXAT, an assessment management system. The SEL coordinator will track supervised experiential learning hours in professional work settings and in alternate experiences and verify hours by reviewing preceptors' evaluations and student reports.

Learning Management System: Ulearn is the Learning Management System (LMS) used by the university.

EXXAT: EXXAT is the education management system used by the Program that tracks, manages, and approves student and preceptor documentation for SEL. Students are given a secure log-in and password to verify their identity. Privacy Policy: <https://exxat.com/privacy-policy/>

Competencies

The program focuses on meeting competencies rather than completing a certain number of hours in a particular rotation. The number of hours students spend on individual learning activities will vary from student to student, but students must complete a minimum of 1000 supervised experiential learning hours according to ACEND's standards. The program includes 765 hours of professional work setting SEL,

255 hours of alternate experiences, and at least 1020 total SEL hours to assist the student in meeting the ACEND minimum. Completing the minimum number of hours does not guarantee a passing grade or competency achievement.

Students must demonstrate mastery of 28 out of 37 of the ACEND competencies in the SEL courses and mastery of the other nine competencies in didactic courses. Appendix C is a detailed list of the ACEND competencies and performance indicators.

Formative and Summative Assessment of Competency

Faculty use formative and summative assessment activities to assist students in achieving competency. Both types of activities provide an opportunity for faculty and students to monitor student progress in SEL. Formative assessment varies from SEL experience to SEL experience and provides students with frequent instructor and preceptor feedback that helps them to identify areas of strengths and areas for improvement. Formative assessment during SEL might be a preliminary review of student competence as they progress from being a true novice to achievement of the desired level of competency. Examples of formative assessment in SEL include assignments submitted prior and during rotations, early patient encounters, and preliminary assessment of student achievement of competencies using a rubric that will be used later to assess students in a summative manner. Formative assessment is used to monitor student learning as it takes place. Formative assessments are generally low stakes, which means that they have a no or lower point values. They allow faculty and students to assess student progress. Formative assessment is like critical control point. At each critical control point, there is an opportunity to assess student progress compared to a standard and make an adjustment if the student requires additional work to meet the competency.

Summative Assessment of Competency

Summative assessment generally takes place at the end of a course or program. Summative assessment in SEL typically occurs at the end of a rotation, course, or program. Summative assessment activities allow students and faculty to evaluate students' competence level. Summative assessments usually are higher stakes.

Students will have opportunities to self-evaluate throughout their courses and SEL rotations. Faculty members provide feedback on learning assessments directly in ulearn, JWU's secure Learning Management System (LMS) which shows students their grades in real-time. Additionally, students receive informal feedback from faculty members and preceptors throughout the program. Students are responsible for monitoring their personal academic progress, completing program requirements, and remaining in good standing within the program.

MSCND students are not paid compensation as part of the program. JWU MSCND students must not be used to replace employees. Any MSCND student who believes they are being used to replace employees, should contact the program director.

Supervised Experiential Learning Documentation

Although the focus of the program is more on progressing through competencies rather than on completing a specified number of hours in specific settings, students are responsible for documenting their hours for state licensure and program improvement purposes. The total number of hours spent on

individual learning activities (e.g., assignments, projects, case studies, simulation, evaluations, etc.) will vary from student to student. However, students are expected to complete a minimum of 1100 hours. Students must keep in mind that fulfilling the minimum hours does not guarantee a passing grade or achievement of competencies. Supervised experiential learning hours include professional work setting hours (e.g., interacting with real patients/clients in a professional setting). Details about learning activities and the related competencies are available on the course syllabi. Students will document their hours via time logs in EXXAT.

Insurance requirements

Health Insurance

While matriculated in the JWU MSCND program, students are responsible for the costs associated with any routine or non-routine medical care. All students are required to have health insurance coverage while enrolled in the program. All registered undergraduate and graduate students attending Johnson & Wales University and taking credit hours (excluding full-time Johnson & Wales employees) are eligible and enrolled in the plan on a hard waiver basis. For more information visit <https://catalog.jwu.edu/handbook/student-services/student-health-insurance-plan/>

If students have health insurance and the coverage is through another means (i.e., parent's health insurance or an employer program), the student does not have to utilize the university student health insurance plan and may opt out of/waive it. (All current insurance must be accepted and fully comprehensive for all of the student's needs in the U.S. and the state in which the student attends class.) Students can opt out of/waive the university plan by submitting the online waiver form to demonstrate evidence of coverage. A new waiver form must be submitted each academic year. Students who are required to have health insurance and do not waive the Johnson & Wales University plan will be charged for it. The online waiver form and details of the plan, including the full brochure and benefit flyer, can be found on the [University Health Plans](#) website.

Liability Insurance

Students are protected by Johnson & Wales University's Commercial General Liability Insurance for liability arising from their activities while acting within the scope of their duties in an internship or experiential education program as required by the university for course curriculum, including travel while using a university vehicle. Please contact the SEL coordinator for more information. Any incident involving injury or potential liability should be reported immediately to the university insurance and property risk manager, 401-598-1935, 8 Abbott Park Place, Providence, RI 02903. <https://catalog.jwu.edu/handbook/student-services/liability-insurance/>

Liability for safety in travel

Students are responsible for their own transportation to all supervised experiential learning sites. The university will not be responsible for any incidents or accidents or damages therefrom (whether to property or from bodily injuries) that may occur during such transportation.

Injury or illness

Students must notify their course instructors in the event of sickness, injury, or other emergency that necessitates absence from any course activity (as they would any employer). If illness, injury, or emergency will require a student to miss supervised experiential learning activities, notify their

preceptor as well as the SEL coordinator with as much advance notice of the scheduled arrival time as possible.

If students become ill or injured while at any SEL facility, they will report to the preceptor, who will advise the student as follows:

- a. If the injury or illness is an emergency, call 911.
- b. If the illness or injury is not severe or life threatening, request that the student contacts their area health care provider
- c. If the student does not have an area provider, direct them to the nearest urgent care or emergency care centers.

Any injury must be reported to the preceptor at the facility, and the student must follow facility policies for work-related injuries. This may include but is not limited to an emergency department or urgent care visit, physician clearance, or a visit to Johnson & Wales Health Services. If emergency treatment is needed, it will be at the student's expense. Students must assume the cost of hospitalization if required.

Documentation of the incident must be completed by the student, signed by the preceptor, and forwarded (via email) to the program director. In the event of any injury requiring medical attention, a letter of clearance from a treating medical provider or from Johnson & Wales Health Services must be sent to the SEL coordinator prior to the student returning to the facility. Students are not covered by worker's compensation as they are not employees of JWU or the affiliated facilities.

Drug and alcohol policy

Drug and alcohol policy

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances, or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university premises is prohibited except for lawful use at events, operations, or programs sanctioned by university officials (see the Student Code of Conduct). Disciplinary sanctions which may be imposed on a student found to be in violation this policy include but are not limited to revocation of certain privileges, community service, conduct warning, conduct probation, fine or restitution for loss, suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations by students who are under the applicable legal drinking age. For a full statement of the Drug and Alcohol Policy visit

<http://catalog.jwu.edu/handbook/generalinformationandpolicies/drugandalcoholpolicy/>

Background checks and drug screenings

Continued enrollment in the JWU MS in Clinical Nutrition & Dietetics program is based upon satisfactory results on background checks and drug screenings. After admission but prior to enrollment, all MSCND students are subject to a university-mandated background check. Some supervised experiential learning (SEL) sites may require repeat or further testing of students, such as additional background checks (including fingerprint screens) and/or drug screening. The student is responsible for all costs related to these tests. If a student has an unsatisfactory finding on a background check or a positive drug screen for a non-prescribed controlled substance, such information will be forwarded to the university's

background check review committee. A student may be denied enrollment depending on the circumstances regarding the offense or, if already enrolled, suspended or removed from the MSCND program or the university and suspended or removed from supervised experiential learning experiences. Students may also be subject to disciplinary proceedings. Failure to submit to a background check will result in denial of admission to or dismissal from the program.

Schedule: Vacations, holidays, and attendance

The MSCND Program Academic Calendar usually aligns with the published JWU Graduate School Academic Calendar. Semester start-, stop-, and other dates may differ. Johnson & Wales publishes academic calendars online at [Academic Calendars | Academics | Johnson & Wales University \(jwu.edu\)](https://www.jwu.edu/academic-calendars). Students should consult with the program director prior to scheduling non-program activities. These schedules are subject to change and it is the student's responsibility to be aware of and comply with the changes.

Attendance is essential to student success. Attendance is mandatory at all assigned classes, labs, supervised experiential learning rotations, and testing sessions. Interprofessional education (IPE) activities are team based. They are required sessions by the program and the accreditation body. Student presence at these sessions is a professional responsibility.

Promptness is another professionalism trait the healthcare practitioner must display. Students must arrive on site on time, preferably 5-10 minutes early. Repeated tardiness is considered unprofessional conduct, and, at the discretion of the faculty member, the student will be referred to their assigned faculty advisor, and/or the program director to discuss this matter.

The purpose of the university's attendance policy is to help students develop a self-directed, professional attitude toward their studies and maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials.

Students must attend all classes, arrive on time and remain for the entire class period, and report to class fully prepared with all required materials. Students taking online classes must engage in course activities. To meet these expectations, students must arrange their schedules to minimize conflict with other commitments, including personal commitments, or work. When students encounter difficulty meeting these requirements, they must contact their faculty member to discuss the concern.

Acute illness is a justifiable reason for absence from class. Students should not attend class if they are genuinely ill, have a fever, or suspect that you have a communicable illness (such as the flu). Contact your instructor concerning your absence from any class before the class starts if possible. Students may also communicate with the administrative coordinator or program director if they cannot reach the instructor.

Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course. Additionally, excessive absences in certain courses may result in withdrawal from the course at the instructor's discretion. Students should consult the course syllabus and course instructor for specific faculty policies on attendance and make-up work within a course. Student Academic Services does not issue excused absences from class. Students must contact their course instructor directly to discuss the missed class.

To avoid issues with missed work or content, all planned absences must be reported to appropriate faculty member as soon as possible. The student is responsible for making up any missed work and contacting faculty member to ensure they make up all necessary information from class(es). Unplanned absences may occur due to circumstances beyond the student's control such as unexpected illness and family emergencies. Students are responsible for informing faculty about the absence as soon as possible and making up any missed work, as well as reviewing any missed content. Frequent unexcused absences will be considered a professional behavior issue and will be referred to their faculty advisor and/or program director for action.

Students may request to be excused for religious holidays; however, students must discuss these dates with their faculty members beforehand to ensure that they have all of the necessary information from class and must receive approval from the program director.

When a problem related to absences cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and determine sanctions that could include probation, suspension, or dismissal from the program and university.

Other Policies Relevant to SEL

Inclement Weather

Any cancellation of classes due to inclement weather will be announced on the campus website, on local radio and television stations and their companion websites, via JWU e-mail and posted in the emergency alerts section of jwuLink. For more information visit <https://catalog.jwu.edu/handbook/academicpolicies/classcancellations/providence/>

Student Code of Conduct

The purpose of the Student Code of Conduct and the Conduct Review Process is to help the university maintain a safe, healthy, and positive campus community and online environment for living, learning, and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility, and respect for themselves and others and for the university community and its surrounding communities. The Student Code of Conduct sets forth the behavioral requirements for the community. The Code of Conduct applies to student behavior that takes place both on and off campus. Violations of this Code are resolved through the Conduct Review Process. For more information, see <https://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/>

The core values of honesty, integrity of data and research methodology, and confidentiality form the basis for academic integrity. Johnson & Wales University is a member of the Center for Academic Integrity (CAI), a consortium of more than 200 colleges and universities that seeks to encourage the deepening of academic integrity on campuses nationwide. JWU MSCND students must demonstrate intellectual and personal honesty in learning, teaching, and research. JWU MSCND students should not knowingly misrepresent data or its origin. JWU MSCND students must truthfully report results, not act in gross negligence in collecting and analyzing data, and not selectively report or omit data for deceptive purposes. Furthermore, JWU MSCND students may not take or release the ideas or data from others that were shared with the legitimate expectation of confidentiality.

Dress Code Policy

As a representative of the JWU MSCND program, students project a professional image. Students must always dress professionally. Revealing, inappropriate or offensive clothing is not permitted in the classroom or supervised experiential learning rotations. Along with a neat and tidy appearance, students are expected to maintain appropriate personal hygiene. Students participating in any or supervised experiential learning rotation are required to always wear clinical attire and adhere to the dress code of the facility.

Appropriate attire and grooming in the didactic setting include clean and neat clothing and hair, (including facial hair), trimmed fingernails, and minimum jewelry and fragrances.

The following should be avoided: plunging or revealing necklines, midriff exposures, strapless or strapped blouses, cropped tops, tank tops, mini-skirts, clothing with prominent slogans, or images that may cause offense, and/or clothing of any kind with tears, holes, or rips. Students are not to wear hospital-specific attire, such as scrubs unless told to do so. Students are expected to wear appropriate footwear while attending class.

Supervised Experiential Learning preceptors or MSCND program faculty reserve the right to remove any student from a supervised experiential learning activity who is not appropriately dressed.

Personal Hygiene Code

Students must abide by personal hygiene requirements during each supervised learning experience. Preceptors will share any specific hygiene requirements associated with their work/facility. Otherwise, the following code shall be applied:

- a. Maintain personal cleanliness by bathing and brushing teeth daily.
- b. Use deodorant/antiperspirant to reduce body odors. Do not use strong perfumes, colognes and lotions. Many sites prohibit using these items because it can cause allergic reactions/respiratory distress for guests and employees.
- c. Clean and groom hair and facial hair. No extreme hair colors.
- d. Long hair must be tied back and away from the face if operating equipment or working with food.
- e. Natural, unpolished, trimmed, and clean fingernails are required. No faux nails, no nail polish, and no nails longer than 1 cm.

Professionalism Policy

Students of the JWU MSCND Program must conduct themselves in a respectful, professional manner.

- a) Address preceptors, educators, and other professionals formally by their last name unless otherwise instructed by the individual. (Ex. Dr., Professor, Mr., Ms., etc.).
- b) Be flexible and adaptable when unexpected changes occur. Respond in a positive manner.
- c) Follow the policies and procedures of all facilities in which you visit/attend.
- d) Arrive at least 10 minutes early to all scheduled rotations
- e) Contact all preceptors at their place of work/facility prior to the start of the experience.
- f) Inform the preceptor and program director in the event that you will be late or miss time with a preceptor.

- g) More than one unexcused absence or tardiness from a supervised learning experience will result in a meeting with your advisor and/or the program director. Additional unexcused absences or tardiness may result in dismissal from the program.
- h) Obtain permission from the preceptor to leave assigned facility during the scheduled supervised learning experience.

Distance Education Components and Technology Requirements

Although supervised experiential learning is done in person, all coursework is completed online. Therefore, all students in the MSCND program must have access to internet services throughout the program. Students must be computer literate upon admission to the program. They must also be competent in the use of the internet for access to resources and databases such as the Nutrition Care Manual and the Evidence Analysis Library and using apps commonly used in nutrition and dietetics. A home computer, whether laptop or desktop, will be essential, along with Microsoft software. Complete technological requirements are available at <https://online.jwu.edu/student-services/technical-resources> and include access to:

- a desktop or laptop computer (Chromebooks are not recommended)
- an appropriate web browser and settings
- supplementary software (ability to view documents created in Microsoft Office (Microsoft 365 is available to JWU students free of charge)
- anti-virus software
- internet connection
- speakers or a headset
- microphone
- webcam

E-mail is the official method of communication to university students. Students must use their JWU email account and check it daily (at least once every 24 hours). The program is not responsible if students have inaccurate or missed information because they do not routinely read, check, and clear their e-mail accounts. E-mail from accounts other than the student's JWU e-mail will not be accepted or used for any communication. Students are expected to keep their JWU e-mail inboxes accessible to program communications. If a student's e-mail is returned due to a "full" account, the returned e-mail will not be resent, and the student will be responsible for the content of the returned e-mail.

Ulearn is the official learning management system for courses. Students are expected to check ulearn frequently for course updates and class materials.

Student Identification on Electronic Learning Assessments

Students must use their sign-in and password to access the ulearn, JWU's learning management system ulearn and any other software systems/applications associated with the program. Students should keep their password private and should not share it with anyone.

Appendix A: Sample Plan of Study, M.S. in Clinical Nutrition & Dietetics

Summer 2024		Spring 2025	
SUMMER Session 1 (8 weeks)	SUMMER Session 2 (8 weeks)	Session 1 (8 weeks)	Session 2 (8 weeks)
DIET5030 Introduction to Dietetics I* (3 credits)	DIET5060 Introduction to Dietetics II* (3 credits)	RSCH5700 Research and Inquiry (3 credits)	NUTR6200 Grantsmanship and Publication (3 credits)
		NUTR5500 Nutritional Counseling and Education (3 credits)	
FALL 2024 Session 1	FALL 2024 Session 2	+DIET5500 Nutritional Counseling and Education Experience (3 credits) (16 weeks)	
NUTR5100 Macronutrients in Human Nutrition (3 credits)	NUTR 5200 Micronutrients in Human Nutrition (3 credits)		
NUTR 5300 Nutrition for Health and Wellness (3 credits)			
+DIET5350 Nutrition for Health & Wellness Experience (3 credits) (16 weeks)			
Total Credits:	12	12	

Summer 2025		Fall 2025	
Session 1 (8 weeks)	Session 2 (8 weeks)	Session 1 (8 weeks)	Session 2 (8 weeks)
+DIET5600 Culinary Nutrition and Foodservice Management (5 credits)	DIET5700 Current Topics in Nutrition Seminar (1 credit)	NUTR6900 Nutrition Capstone (3 credits)	
	NUTR6100 Advanced Clinical Nutrition (3 credits)	+DIET6450 Clinical Supervised Practice Experience II (9 credits) (16 weeks, Includes a 3-week specialty rotation)	
	+DIET6150 Clinical Supervised Practice Experience I (3 credits)		
Total Credits:	12	12	
Program Total Credit Hours:	48 or 54*		

* For students without a DPD Verification Statement

+ Course includes Supervised Experiential Learning (SEL)

Appendix B: Future Education Model Graduate Degree Competencies

K = Knows, S = Shows, D = Does * denotes an enhanced competency

Unit 1: Foundational Knowledge: Apply foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.

- 1.1 Applies an understanding of environmental, molecular factors (e.g. genes, proteins, metabolites) and food in the development and management of disease. (S)
- 1.2 Applies an understanding of anatomy, physiology, and biochemistry. (S)
- 1.3 Applies knowledge of microbiology and food safety. (S)
- 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)
- 1.5 Applies knowledge of pathophysiology and nutritional biochemistry to physiology, health and disease. (S)
- 1.6 Applies knowledge of social, psychological and environmental aspects of eating and food. (S)
- 1.7 Integrates the principles of cultural competence within own practice and when directing services. (D)
- 1.8* Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy. (S)
- 1.9* Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness. (S)
- 1.10* Applies knowledge of math and statistics. (S)
- 1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals. (D)
- 1.12 Demonstrates knowledge of and is able to manage food preparation techniques. (D)
- 1.13* Demonstrates computer skills and uses nutrition informatics in the decision-making process. (D)
- 1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle. (D)
- 1.15* Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. (S)
- 1.16* Gains a foundational knowledge on public and global health issues and nutritional needs. (K)

Unit 2: Client/Patient Services: Apply and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.

- 2.1* Applies a framework to assess, develop, implement and evaluate products, programs and services. (D)
- 2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations. (D)
- 2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings. (D)
- 2.4* Implements or coordinates nutritional interventions for individuals, groups or populations. (D)
- 2.5* Prescribes, recommends and administers nutrition-related pharmacotherapy. (S)

Unit 3: Food Systems Management: Apply food systems principles and management skills to ensure safe and efficient delivery of food and water.

- 3.1* Directs the production and distribution of quantity and quality food products. (D)
- 3.2* Oversees the purchasing, receipt and storage of products used in food production and services. (D)
- 3.3 Applies principles of food safety and sanitation to the storage, production and service of food. (D)
- 3.4 Applies and demonstrates an understanding of agricultural practices and processes. (S)

Unit 4: Community and Population Health Nutrition: Apply community and population nutrition health theories when providing support to community or population nutrition programs.

- 4.1* Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs. (D)
- 4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy. (D)

Unit 5: Leadership, Business, Management and Organization: Demonstrate leadership, business and management principles to guide practice and achieve operational goals.

- 5.1* Demonstrates leadership skills to guide practice. (D)
- 5.2* Applies principles of organization management. (D)
- 5.3* Applies project management principles to achieve project goals and objectives. (D)
- 5.4 Leads quality and performance improvement activities to measure, evaluate and improve a program's services, products and initiatives. (D)
- 5.5 Develops and leads implementation of risk management strategies and programs. (D)

Unit 6: Critical Thinking, Research and Evidence-Informed Practice: Integrate evidence-informed practice, research principles and critical thinking into practice.

- 6.1 Incorporates critical thinking skills in practice. (D)
- 6.2* Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research. (D)
- 6.3 Applies current research and evidence-informed practice to services. (D)

Unit 7: Core Professional Behaviors: Demonstrate professional behaviors and effective communication in all nutrition and dietetics interactions.

- 7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services. (D)
- 7.2 Uses effective communication, collaboration and advocacy skills. (D)

Appendix C: Graduation Requirements

To remain in good standing and to graduate from the program, students must meet the following performance standards:

- Maintain a cumulative GPA of 3.0 or higher
- Earn a grade of “B-” or better in all courses
- Achieve at least “Met Expectations” for all assessed competencies
- Repeat a course only once for the purpose of earning a passing grade
- Meet the minimum level of performance for any learning assessment that is used for the purposes of assessing an ACEND competency
- Obtain at least the minimum number of supervised experiential learning hours (1000) required for the program
- Complete the program in at least 24 months (150% of the time allocated for program completion).

Upon completion of all program requirements and MS in Clinical Nutrition and Dietetics degree conferral by JWU, the program director will provide graduates with verification statements within three weeks and notify The Commission on Dietetic Registration (CDR) within four weeks, at which time the graduate assumes responsibility for scheduling and taking the RDN exam. Students are encouraged to take the exam promptly after completing the program.

SEL instructors and preceptors provide feedback throughout professional and alternative supervised experiential learning rotations. Students receive preceptor feedback at the beginning, during, and/or at the end of the rotation. If preceptors identify areas of weakness, they will discuss their concerns with the student as soon as possible.

Appendix D: Professional Code of Ethics

The Code of Ethics for the Nutrition and Dietetics Profession was revised and published in 2018. Program students have a special concern with ethical standards because of the unique demands of dietetic practice. To guide the students along the path of ethical dietetic practice, the Code of Ethics (JAND, 2018) are as follows:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. 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.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. 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.
- b. 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.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.

- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment. g. 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.
- g. Communicate at an appropriate level to promote health literacy.
- h. Contribute to the advancement and competence of others, including colleagues, students, and the public.

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

Nutrition and dietetics practitioners shall:

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

Professionalism Disciplinary Procedure

If a student violates the Professionalism Policy during a Supervised Experiential Learning rotation, preceptors will:

1. Remind the student of the expectation, when it was first discussed, and its importance.
2. Remind them a second time as needed and provide it in writing for the student's reference.
3. If the student ignores a clear expectation after both reminders, the preceptor will contact the program director and share their concerns. The student, preceptor, and director will work together to create a viable resolution.

If a student is charged with misconduct, the Non-Academic Student-Conduct Procedures will be followed.

Outside Employment and Other Activities

Students are expected to devote full-time to the Program and are **highly discouraged** from seeking outside employment or other extra-curricular activities. Students must remain in good academic standing and outside schedules are not a consideration in the scheduling of Program orientation, on-campus activities, courses, and SEL rotations. During rotations, students are expected to fulfill the minimum number of hours and a majority of rotations will require the student to be onsite for 32 hours or more per week and/or require students to complete hours during weekends.

Appendix E: Student Signature Sheet Supervised Experiential Learning Handbook

STUDENT SIGNATURE SHEET

I attest that I have received, read, fully understand, and agree to comply with all policies and procedures set forth in the JWU Master of Science in Clinical Nutrition & Dietetics Student Supervised Experiential Learning Handbook 2024-2025.

Student Signature

Date

Student Name (Print)

This form is due back to the Master of Science in Clinical Nutrition & Dietetics Office by the end of the first week of the academic start of classes.