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I. Overview of the Program

Welcome to The University of Southern Mississippi (USM) Didactic Program in Dietetics. If you enjoy the sciences, have an interest in good health, and enjoy working with people, you are in the right place. The Department of Nutrition and Food Systems offers a Bachelor of Science degree in Nutrition. Our program is academically rigorous so that our graduates are prepared for a successful career with many becoming leaders in the profession. Past graduates are employed all across the country as clinical dietitians, pediatric dietitians, school food service directors, nutrition researchers, nutrition consultants and even an editor for a major publishing corporation. Established policies and procedures guide our daily operations (beginning on page 9) and our mission and goals (below) are established to guide the program to continuously improve performance of our graduates. This handbook is designed to assist you in planning your course work and answer some questions that you may have. It has been prepared by the faculty as a source of frequently used information.

This student handbook is not intended to be all-inclusive, but rather to be used in conjunction with the University Bulletins and the Southern Miss Student Handbook. It also is not intended to replace regular appointments with your adviser. Rather, it is meant to be a ready source of information for your use. Keep it handy. You will find that it answers a lot of your questions.

a. Mission Statement:
The mission of the Didactic Program in Dietetics (DPD) at The University of Southern Mississippi is to prepare students for careers as dietetics professionals who will enhance the quality of life for individuals, groups, families, organizations, and communities in the state, region, and nation. The DPD provides the knowledge, skills, and values required for successful entry into a supervised practice program, graduate school, or the job market.

b. Program Goals and Graduate Outcomes
1. To develop and maintain a high quality Didactic Program in Dietetics that prepares students for careers in dietetics and provides the knowledge, skills, and values for post-graduate education.
   
   Outcome Measures
   a. 1.1 80% of DPD graduates who have completed supervised practice programs will pass the RD exam on the first attempt
   b. 1.2 80% of DPD graduates will be rated as outstanding or above average knowledge of nutrition and food systems, as evaluated by Dietetic Internship Directors.
   c. 1.3 75% of DPD graduates will indicate that they have adequate or more than adequate knowledge and skills related to nutrition and food systems to qualify for employment in dietetic and/or to further their education
   d. 1.4 90% of graduates applying for a dietetic internship or graduate school will be accepted within 1 year of graduation from the program.
   e. 1.5 75% of DPD graduates that do not pursue a dietetic internship will be employed in nutrition or food systems related area within one year of graduation.

2. To prepare students to contribute to the profession in leadership and service.

   Outcome Measures
   a. 2.1 75% of seniors will assume at least one leadership role during their undergraduate program
   b. 2.2 90% of seniors will participate in community service during their undergraduate program

3. To develop a community of professionals that supports the needs of Mississippi and the southeast region of the United States.

   Outcome Measures
   a. 3.1 85% of students completing the DPD will be residents of Mississippi or the Southeast region of the United States
   b. 3.2 75% of students who begin the DPD in their junior year will successfully complete the program and receive verification statements
   c. 3.3 20% of students completing the DPD will represent diversity within the profession (racial/ethnic minority or male)

c. Accreditation
The DPD at The University of Southern Mississippi (Southern Miss) is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-5400.

d. Steps to Becoming a Registered Dietitian and Licensure Law

Before a person who has completed the DPD can practice as a registered dietitian, she/he must complete a supervised practice experience. This step is necessary to be eligible to sit for the national Registration Examination for Dietitians.

Dietetic Internships programs consist of a minimum of 1200 hours of supervised practice and are typically a year in length. Many of the programs require the student to take graduate courses along with the internship experience; a few have a full master's degree as part of the program, thus extending program length to two years.

Registered dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- Complete a minimum of a bachelor's degree at a US regionally accredited university or college and course work approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics
- Complete an ACEND-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies.
- Pass a national examination administered by the Commission on Dietetic Registration (CDR)
- Complete continuing professional educational requirements to maintain registration
- Maintain licensure in the state where the RD is employed

Licensing of dietitians and nutritionists protects the public health by establishing minimum educational and experience criteria for those individuals who hold themselves out to be experts in food and nutrition. The state has an obligation to protect the health and safety of the public and licensing of dietitians and nutritionists is consistent with this obligation. Not all states require licensure; however, it is imperative to find out if licensure is required PRIOR to beginning work as a Registered Dietitian. More information on licensure in Mississippi can be found at http://www.msdh.state.ms.us/msdhsite/_static/30,0,82.html.

I. DPD Curriculum

a. Admission Requirements

Specific application to the DPD is not required; however, students must meet academic performance criteria in order to progress through the program (see section II.b.). The Office of Admissions requires the following from all applicants:

Application for Undergraduate Admission (apply online or submit a paper application)
- Nonrefundable application fee from all applicants
- Transcripts from high school for freshman applicants; transcripts from all institutions attended after high school for transfer applicants
- Documentation of measles, mumps, and rubella (MMR) immunization

Transfer Requirements:

- Students who do not meet freshman requirements must either have an associate's degree intended for transfer or have completed the 24 semester hours of designated college course work outlined below, with at least a 2.00 G.P.A. for admission to the university. (Admission to some programs on campus may require students to meet additional requirements.)
  6 semester hours of English composition
  3 semester hours of college algebra or higher mathematics
  6 semester hours of science (must be laboratory-based)
  9 semester hours of transferable electives

b. Undergraduate Didactic Program in Dietetics Curriculum
NUTRITION AND DIETETICS (BS)
Degree Plan (NTRDTDPDBS)

GENERAL EDUCATION CURRICULUM

GEC 01. Written Communication (6 hours)
01. ENG 101
02. ENG 102

GEC 02. Basic Science and Mathematics (11 hours)
Science Requirement (8 hours)
01. Select 2 courses with labs:
   BSC 250/L*
   BSC 251/L*
Mathematics Requirement (3 hours)
02. MAT 101 or higher Mathematics

GEC 03. Global History and Culture (12 hours)
Social Sciences Requirement (3 hours)
01. Select 1 course:
   SOC 101*
Humanities Requirement (9 hours)
02. ENG 203
03. Select 2 courses, 1 History required:
   HIS 101*
   HIS 102*

GEC 04. Aesthetic Values (3 hours)
01. Select 1 course:
   ART 130
   DAN 130
   MUS 165
   THE 100

GEC 05. Decision-Making and Responsibility (3 hours)
01. Select 1 course:
   PSY 110*

GEC 06. Computer Competency Requirement* (Major Area)
01. NFS 463/L (WI)

GEC 07. Writing-Intensive Requirement* (Major Area)
01. NFS 463L (WI)
   ENG 101 & ENG 102 prerequisites

GEC 08. Oral Communication Requirement* (Major Area)
01. NFS 330 (SI)

GEC 09. Capstone Requirement* (Major Area)
01. NFS 480 (Capstone)
   Must be taken Senior Year; ENG 101 & ENG 102 prerequisites

*This particular GEC course is required for this major.

PROGRAM CURRICULUM

DEG 01. Major Area of Study Requirements (76-82 hours)
01. ACC 200
02. BSC 381
03. CHE 106/L
04. CHE 251/L
05. CHE 420
06. CHS 440
07. COH 100
08. MGT 300
09. NFS 272/L
10. NFS 362
11. NFS 320/L
12. NFS 330/L (SI)
13. NFS 365
14. NFS 385/L
15. NFS 410
16. NFS 411
17. NFS 420
18. NFS 430/L
19. NFS 445
20. NFS 463/L (WI)
21. NFS 465
22. NFS 475/L
23. NFS 476/L
24. NFS 477/L
25. NFS 480 (Capstone)
26. NFS 485/L
27. NFS 486/L

DEG 02. Electives
01. Choose electives as needed with adviser's approval. (See Hours to Degree below.)

Students Majoring in Nutrition and Dietetics must meet the following criteria:

• Students must have completed NFS 362 with a grade of "B" or better and all prerequisite courses with a "C" or better in order to enroll in subsequent course.
• Students must have a GPA of 2.5 or higher on required science courses (CHE 106/L, CHE 251/L, CHE 420, BSC 250/L, BSC 251/L, and BSC 381) with no grade lower than a "C" in any of those courses.
• Students must have a grade of "C" or better in all courses in the major area of study and SOC 101 and PSY 110 to graduate
c. Non-degree Seeking Students

Students with a prior bachelor’s degree may wish to fulfill requirements for a DPD verification statement and not receive a second degree. A DPD verification statement from The University of Southern Mississippi will be issued to non-degree seeking students if they meet the following requirements:

- Have all prior transcripts evaluated by the DPD director to determine the courses required for the verification statement
- Successfully complete all of the courses that are equivalent to those used to meet ADA course requirements at Southern Miss (see list below).
- Meet all other requirements set forth for receiving a degree and verification statement

Courses Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110</td>
<td>General Psychology</td>
<td>CHS 440</td>
<td>Statistics</td>
</tr>
<tr>
<td>SOC 101</td>
<td>General Sociology</td>
<td>NFS 272/272L</td>
<td>Food Prep + Lab</td>
</tr>
<tr>
<td>CHE 106/106L</td>
<td>General Chem + Lab</td>
<td>NFS 320/320L</td>
<td>Nutrition Assess</td>
</tr>
<tr>
<td>CHE 420</td>
<td>Biochemistry</td>
<td>NFS 365</td>
<td>Nutrition</td>
</tr>
<tr>
<td>BIOL 251/251L</td>
<td>A&amp;P II</td>
<td>NFS 385/385L</td>
<td>MNT I</td>
</tr>
<tr>
<td>BSC 280</td>
<td>Microbiology</td>
<td>NFS 410</td>
<td>Macronutrient Metab</td>
</tr>
<tr>
<td>ACC 200</td>
<td>Accounting</td>
<td>NFS 411</td>
<td>Micronutrient Metab</td>
</tr>
<tr>
<td>MGT 300</td>
<td>Management</td>
<td>NFS 420</td>
<td>Life Cycle Nutrition</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFS 430/430L</td>
<td>Experimental Foods</td>
<td>NFS 445</td>
<td>Financial Management</td>
</tr>
<tr>
<td>NFS 465</td>
<td>Seminar</td>
<td>NFS 463/463L</td>
<td>Community Nutrition</td>
</tr>
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<td>NFS 475</td>
<td>Food Prod Mgt I</td>
<td>NFS 476/476L</td>
<td>Food Prod Mgt 2</td>
</tr>
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<td>NFS 477/477L</td>
<td>Administrative Dietetics</td>
<td>NFS 480</td>
<td>Current Issues</td>
</tr>
<tr>
<td>NFS 485/485L</td>
<td>MNT II</td>
<td>NFS 486/486L</td>
<td>MNT III</td>
</tr>
</tbody>
</table>

d. International Students

International students may be issued a verification statement if:

- They have undergone a transcript evaluation by a credible evaluation service for foreign transcripts
- Their coursework overseas is equivalent to the coursework required by the Southern Miss Didactic Program in Dietetics
- Successfully complete courses that are equivalent to those used to meet requirements (see list above)
- Meet all other requirements set forth for receiving a degree and verification statement

e. Advising

Dr. Kathy Yadrick is the Chair for the Department of Nutrition and Food Systems (NFS). Dr. Carol Connell is the Didactic Program in Dietetics director. Advising is an integral part of the successful completion of the Nutrition and Dietetics course of study. Students are assigned to faculty advisers their first semester in the program. Information about office hours held by faculty members may be obtained by phoning their office or the Department of Nutrition and Food Systems office (601-266-5377). A listing of faculty schedules, including office hours, is located outside of their offices.

<table>
<thead>
<tr>
<th>Adviser</th>
<th>Office</th>
<th>Phone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Teresa Cartwright</td>
<td>FG 220A</td>
<td>601-266-6817</td>
<td><a href="mailto:carol.connell@usm.edu">carol.connell@usm.edu</a></td>
</tr>
<tr>
<td>Dr. Carol Connell</td>
<td>FG 219B</td>
<td>601-266-6341</td>
<td><a href="mailto:carol.connell@usm.edu">carol.connell@usm.edu</a></td>
</tr>
<tr>
<td>Dr. Holly Huye</td>
<td>FG 220B</td>
<td>601-266-6023</td>
<td><a href="mailto:holly.huye@usm.edu">holly.huye@usm.edu</a></td>
</tr>
<tr>
<td>Mrs. Roxanne Kingston</td>
<td>FG 215</td>
<td>601-266-5871</td>
<td><a href="mailto:roxanne.kingston@usm.edu">roxanne.kingston@usm.edu</a></td>
</tr>
<tr>
<td>Dr. Alicia Landry</td>
<td>FG 221</td>
<td>601-266-5184</td>
<td><a href="mailto:alicia.sample@usm.edu">alicia.sample@usm.edu</a></td>
</tr>
<tr>
<td>Dr. Jennifer Lemacks</td>
<td>FG 216</td>
<td>601-266-6825</td>
<td></td>
</tr>
<tr>
<td>Dr. Elaine Molaison</td>
<td>FG 220C</td>
<td>601-266-6548</td>
<td><a href="mailto:elaine.molaison@usm.edu">elaine.molaison@usm.edu</a></td>
</tr>
</tbody>
</table>
The university designates a week during October and March for academic advisement for continuing students. The advisement and registration schedules are announced in classes and posted in campus buildings. Advising is required for all students prior to registration for classes each semester. Your adviser can help develop a semester-by-semester plan of study that will enable you to take courses in the proper sequence and graduate in the least amount of time.

II. Assessment of Student Progress

a. Grading

Formal assessment of student learning takes place during and at the completion of each course. A list of all of the course requirements and learning outcomes to be achieved in each course in the Department of Nutrition & Food Systems is provided in the course syllabus. The following grading system is used at Southern Miss for undergraduate coursework:

- A=Excellent work
- B=Good work
- C=Average work
- D=Inferior work
- E=Course in Progress
- F=Failure
- NA=Not Attending
- I=Unable to complete
- AW=Administrative Withdrawal
- WP=Withdrawal with a passing grade
- WF=Withdrawal with a failing grade
- P=Passing

b. Progressing in Coursework and Remediation Procedures

The majority of the courses in the DPD curriculum are offered once a year, with many having pre-requisites. Students may not enroll in an NFS course that has pre-requisites until successful completion of the pre-requisite(s) as defined below; therefore, it is essential for all students to meet with their advisors to assure the proper sequencing of courses.

Students majoring in Nutrition and Dietetics must meet the following criteria in order to progress through the program:

- Students must have completed all prerequisite courses with a "C" or better in order to enroll in all subsequent courses.
- Students may not progress in the program if any program-specific course has been repeated more than once, regardless of the previous major.

An undergraduate student will be permitted to replace a grade for a total of 2 different courses a total of 1 time each (or a total of 6 semester hours) in order to improve his/her GPA. Courses must be retaken at Southern Miss. The grade for the second attempt will be used in GPA calculations. This policy is limited to courses in which a student initially earned a grade of D or F, but does not apply to courses for which a grade was assigned for reasons of academic dishonesty. Students are free to retake additional courses, but all attempts will be included in the calculation of the GPA.

c. Graduation Requirements/Requirements for Receipt of a Verification Statement

- A minimum of 124 hours is required to complete the Bachelor of Science degree in Nutrition and Dietetics.

A student is expected to file an application for degree one (1) semester before degree requirements are completed. Notices are posted throughout the building and announcements are made in classes concerning the application for degree deadlines. Students request degree applications on the registrar’s website at [http://www.usm.edu/registrar/degree%20application/index.html](http://www.usm.edu/registrar/degree%20application/index.html). The student completes the application. A degree form is printed and stapled to the application. The student checks the diploma information and signs and dates the degree form. Signatures are needed from the faculty adviser and the Nutrition and Food Systems Chair. The student receives a copy of the signed degree form. The department office forwards the signed degree form to the dean’s office. All General Degree Requirements are available in the Undergraduate Bulletin. Although there is no specified time limit for completion of the degree, most students complete the DPD requirements within 2 to 3 years after enrolling in NFS 320/320L.
Students majoring in Nutrition and Dietetics must meet the following criteria in order to graduate and receive a verification statement:

- Students must have a GPA of 2.5 or higher on required science courses (BSC 250, BSC 250L, BSC 251, BSC 251L, BSC 381, CHE 106, CHE 106L, CHE 251, CHE 251L, CHE 420) with no grade lower than a C in any of those courses.
- Students must have a grade of B or better in NFS 362 and a grade of C or better in all other courses in the major area of study and SOC 101 and PSY 110 to graduate.
- No course may be repeated more than once regardless of the previous major.

In order to apply to a supervised practice program after completion of the DPD program, students must include a Declaration of Intent form or Verification Statement in the application packet. A Declaration of Intent form indicates the anticipated date of graduation and the courses that a student will be completing prior to the start of a dietetic internship. The Declaration of Intent to Complete Degree Requirements is requested from the DPD director using the Dietetic Internship Centralized Application System (DICAS). Directions for using this system are provided in NFS 465 (Seminar). The student must provide the DPD director with a list of courses being taken in the current semester when the Declaration of Intent form is completed as well as any courses that will be taken during the next semester.

Upon completion of the DPD and university graduation requirements for a Bachelor of Science degree, students receive a DPD Verification of Completion form from the DPD director. The director’s signature on this form verifies that the individual has successfully completed the didactic requirements. In addition to the request for the verification form, students should provide the DPD director with their preferred mailing address so the verification forms can be mailed to them after degrees/final grades are posted to transcripts. A minimum of five (5) Verification Statements will be sent to the student that should be retained for future use by the student.

RECEIPT OF A VERIFICATION STATEMENT FROM THE DIDACTIC PROGRAM IN DIETETICS AT THE UNIVERSITY OF SOUTHERN MISSISSIPPI DOES NOT GUARANTEE PLACEMENT IN A DIETETIC INTERNSHIP. THE APPLICATION PROCESS FOR DIETETIC INTERNSHIPS IS HIGHLY COMPETITIVE. REQUIREMENTS FOR A DIETETIC INTERNSHIP MUST BE DISCUSSED WITH THE STUDENT’S ADVISOR AND THE DIDACTIC PROGRAM DIRECTOR

d. Assessment of Prior Learning
The program director will assess prior coursework for potential credit toward program requirements. It is ultimately the decision of the department of the course which is to be substituted if a course will transfer and be accepted as part of the degree requirements. No credit will be given toward program requirements for experiential learning.

IV. Cost of the Program

a. Tuition & Fees
Cost of the program will vary, and all fees, charges, and costs quoted are subject to change without notice. Information regarding tuition and fees can be found at [http://www.usm.edu/admissions/tuition-campus-housing-meal-plans](http://www.usm.edu/admissions/tuition-campus-housing-meal-plans). Listed below are the current estimates for a full-time student enrolled in at least 12 hours of credit.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Application Fee</td>
<td>$35</td>
</tr>
<tr>
<td>Tuition (Full-time students per semester)</td>
<td></td>
</tr>
<tr>
<td>General tuition and fees</td>
<td>$3168</td>
</tr>
<tr>
<td>Nonresident fee (This fee is in addition to general tuition.)</td>
<td>$4056</td>
</tr>
<tr>
<td>Housing Costs (Per Semester)</td>
<td>$1840-2809</td>
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<tr>
<td>Meal Plan (Per Semester)</td>
<td>$1414</td>
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<tr>
<td>Lab Coat</td>
<td>$20-40</td>
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<td>Books and Supplies (Per Semester)</td>
<td>$500-800</td>
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<tr>
<td>Lab Fees</td>
<td>$280</td>
</tr>
<tr>
<td>SDA Student Membership</td>
<td>$15</td>
</tr>
<tr>
<td>ADA Student Membership</td>
<td>$50</td>
</tr>
</tbody>
</table>

b. Financial Aid and Scholarships
The Financial Aid Office has the responsibility of administering all major areas of financial assistance. These areas include: loans, grants, and scholarships. Further information may be obtained by contacting the Financial Aid Office at 601-266-4774 or http://www.usm.edu/financialaid/.

Students are encouraged to apply for scholarships available through the Department of Nutrition and Food Systems and the ADA Foundation (ADAF). In order to apply for any Department of Nutrition and Food Systems scholarship, an application must be filed in the Department of Nutrition and Food Systems office by the designated date. Notices are posted in the building and announcements made in classes concerning the scholarship deadline. Application forms for the ADAF scholarships may be obtained from Dr. Connell or the ADA website (www.eatright.org).

V. Policies and Procedures

a. Withdrawal and Refund of Tuition & Fees
A student is permitted to drop a course without academic penalty up to and including approved dates published in the Class Schedule Guide. Students finding it necessary to withdraw from the university may begin the process via their SOAR student center with the 'Drop ALL Courses' link. More information on withdrawal can be found at http://www.usm.edu/registrar/bulletins/undergraduate/index.php. The schedule dates for refunds of tuition are posted in the Business Office and on the Business Office Web site at http://www.usm.edu/bizserv.

b. Scheduling and Program Calendar
Students will observe the holidays and vacations listed in the academic calendar. A copy of the academic calendar can be found at http://www.usm.edu/registrar/calendars/index.php.

c. Protection of Privacy of Student Information
The University of Southern Mississippi, consistent with the regulations of the Family Education Rights and Privacy Act (FERPA) as amended in 1974, insures students the right to inspect and review their educational records within 45 days from the time of the request. In addition, the law prohibits the release of personally identifiable information without the student's permission. A complete description of FERPA can be found at http://www.usm.edu/registrar/ferpa/index.php.

d. Access to Personal Files
All students have the right to access personal records or files that are held about them. Copies of transcripts can be obtained from the registrar's office for a fee. However, transcripts may be held, if the student is not in good standing with the university.

e. Attendance Policy
Regular, on-time attendance in classes is an expectation of the Department of Nutrition and Food Systems. It is considered a reflection of professionalism and will be included in the junior and senior professionalism evaluations. Attendance will be taken during the first 5 minutes of class, with a student being considered tardy if he/she arrives after this period. The instructor has the right to deny a student access to class if s/he is late (in which case all policies related to missed class will apply) or to deduct points from the final grade for repeated tardies and/or absences.

Missed In-Class Activities/Exams: Students are responsible for the information covered in class, including any activities assigned in that day’s class or scheduled exams. If the student is absent, the instructor will not repeat the lecture or lab or otherwise make missed in-class content available to the student. Students will receive a zero (0) for any work missed, unless the student has a university-approved excuse. If an in-class assignment or an exam is not made up within one week of receiving the university-approved excuse from the Office of Student Oriented Services, the zero will stand. The faculty member has the right to determine how to administer make-up exams or missed in-class assignments upon receiving the university approved excuse, and will communicate these procedures in the course syllabus. Pop quizzes given at the beginning of class or activities assigned for “participation points” cannot be made up. Students entering the classroom tardy during a pop-quiz will not be given additional time to complete the pop quiz.

Late Syllabus Assignments: Faculty are responsible for establishing their own policy for any penalty related to late assignments posted in the course syllabus and for communicating these policies in the course syllabus.

University-approved Excuse: A university-approved excuse must be obtained from the Office of Student Oriented Services (219 R.C. Cook Student Union). The student must provide documentation to the Coordinator
for the Office of Student Oriented Services for the absence. Excuses will not be accepted unless they are received from this office

f. Access to Student Support Services and Tutoring

<table>
<thead>
<tr>
<th>Department</th>
<th>Course/Service Focus</th>
<th>Location</th>
<th>Comments</th>
<th>Website</th>
<th>Tel</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Support Services Program</td>
<td>Academic tutoring, computer lab access, laptop loan, and other academic support services</td>
<td>118 College Drive #5202 2nd floor McLemore Hall</td>
<td>Provide academic tutoring, computer lab access, laptop loan, and other academic support services to enrolled Student Support Services participants. In order to be considered eligible students must have academic need (as determined by program grant) and meet 1 of the 3 following criteria (as determined by the U S Dept of Education): 1) be a first generation student, 2) meet income-eligibility criteria, or 3) have a documented physical or learning disability and be registered with Southern Miss Office of Disability Accommodations. Also work with academic departments across campus and provide Supplemental Instruction in several at-risk courses each semester</td>
<td><a href="http://www.usm.edu/student-support-services">www.usm.edu/student-support-services</a></td>
<td>601-266-5003</td>
<td><a href="mailto:studentsupportservice@usm.edu">studentsupportservice@usm.edu</a></td>
</tr>
</tbody>
</table>
| Dept of Biological Sciences – Learning Center   | BSC 103, 107, 110 & 111.                                 | Basement of Mississippi Hall Biological Sciences Learning Center 004     | Monday 5-7pm  
Tuesday 5-7 pm  
Wednesday 5-7pm  
Thursday 3-5pm | http://www.usm.edu/biological-sciences/tutorial-help | 601-266-6374 | aimee.lee@usm.edu |
| Dept of Chemistry and Biochem                   | CHE 100, 104, 106, 107, 251, 255, and 256               | Walker Science Bldg 238, 238A                                            | Computers are available for help with OWL. There is not always an organic tutor (CHE 251, 255, 256) available, but they are identified on the schedule posted outside the door. Hours of operation are 9 am to 5 pm, Monday through Friday. | http://www.usm.edu/chemistry-biochemistry/tutorial-center | 601-266-6854 | tina.masterson@usm.edu |
| Dept of Foreign Languages                       | French 101-202                                           | Liberal Arts Bldg. 110                                                    | Tutoring for first- and second-year courses                                                                                                                                                | http://www.usm.edu/foreign-languages-literatures/student-opportunities | 601-266-4964 | barbara.g.anderson@usm.edu |
| Dept of History                                 | History Writing Lab                                      | Liberal Arts Bldg 456                                                    | Use Southern Miss Writing Center                                                                                                                                                            | http://www.usm.edu/history/writinglab.php                             | 601–266-4086 | historywritinglab.usm@gmail.com |
| Dept of Mathematics – Gulf Coast                | Math Lab                                                 | Gulf Coast Student Service Center 134G                                   | Tutoring for mathematics classes, introchem, and physics  
Help organizing notes for all sci/tech courses  
Computers to use for courses needing MyMath Lab and other math software (we do not have SPSS)  
Placement tests (by appointment) | http://www.usm.edu/gc/gcsctech/math-lab.php               | 228-214-298 | For tutoring in math, praxis, physics, and education: Janet.holmes@eagles.usm.edu  
For tutoring in MAT 099, 101, 103, Calculus, and Praxis: Stacy.gill@eagles.usm.edu |
<table>
<thead>
<tr>
<th>Department</th>
<th>Course/Service Focus</th>
<th>Location</th>
<th>Comments</th>
<th>Website</th>
<th>Tel</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept of Mathematics – Hattiesburg</td>
<td>MAT 101E, 102, 103, 128, 136, 137, 167, 168, 169, 210, 309, 310, &amp; 314</td>
<td>Southern Hall 303</td>
<td></td>
<td><a href="http://www.usm.edu/math">http://www.usm.edu/math</a></td>
<td>601-266-4289</td>
<td><a href="mailto:cindy.hodge@usm.edu">cindy.hodge@usm.edu</a></td>
</tr>
<tr>
<td>Dept of Mathematics – Hattiesburg: Math Zone</td>
<td>MAT 099 &amp; 101</td>
<td>In the old textbook center by the Power House Restaurant and across from the Cook Library</td>
<td>The Math Zone is an interactive, computer-based, mathematics learning environment. Hours of operation: Monday–Thursday 9:00 am–7pm Friday 9:00 am–5pm</td>
<td><a href="http://www.usm.edu/mathzone/index.php">http://www.usm.edu/mathzone/index.php</a></td>
<td>601-266-5824</td>
<td><a href="mailto:mathzone@usm.edu">mathzone@usm.edu</a></td>
</tr>
<tr>
<td>Dept of Political Science, International Affairs, &amp; Internat Dev</td>
<td>Any Political Science course, but especially PS101 &amp; PS201</td>
<td>Liberal Arts Bldg 411</td>
<td>Tutoring help focused on understanding course content</td>
<td><a href="http://www.usm.edu/polisci/index.html">http://www.usm.edu/polisci/index.html</a></td>
<td>601-266-4310</td>
<td><a href="mailto:Allan.mcbride@usm.edu">Allan.mcbride@usm.edu</a></td>
</tr>
<tr>
<td>School of Accountancy &amp; Info Systems</td>
<td>Accounting courses, especially ACC200 &amp; ACC300</td>
<td>Joseph Greene Hall 307</td>
<td></td>
<td><a href="http://www.usm.edu/business/accounting">http://www.usm.edu/business/accounting</a></td>
<td>601-266-4641</td>
<td><a href="mailto:Melissa.Mcintyre@usm.edu">Melissa.Mcintyre@usm.edu</a></td>
</tr>
<tr>
<td>The Speaking Center- Gulf Coast</td>
<td>Speaking assignments/oral presentations</td>
<td>Gulf Park Library Room 107</td>
<td>Provide free peer tutoring focused on improving students’ oral communication through consulting. Consultants meet one-on-one with students, at any stage of the speech-writing process, working on organizing, outlining, developing, and delivering speeches. The Center offers speaking guide sheets and a video-recording room to practice and record speeches. Available for students (undergraduate and graduate), faculty, and staff.</td>
<td><a href="http://www.usm.edu/gulfcoast/speakandwrite">http://www.usm.edu/gulfcoast/speakandwrite</a></td>
<td>228-214-3411</td>
<td><a href="mailto:speakingcenter@usm.edu">speakingcenter@usm.edu</a></td>
</tr>
<tr>
<td>The Speaking Center- Hattiesburg</td>
<td>Speaking assignments/oral presentations</td>
<td>Cook Library 117</td>
<td>Provide free peer tutoring focused on improving students’ oral communication through consulting. Consultants (undergraduate and graduate Speech Communication majors) meet one-on-one with students, at any stage of the speech-writing process, working on organizing, outlining, developing, and delivering speeches. The Center offers speaking handouts, a speaking library, and video-recording rooms to practice and record speeches. Available for students (undergraduate and graduate), faculty, and staff.</td>
<td><a href="http://www.usm.edu/speakingcenter">www.usm.edu/speakingcenter</a></td>
<td>601-266-4965</td>
<td><a href="mailto:speakingcenter@usm.edu">speakingcenter@usm.edu</a></td>
</tr>
<tr>
<td>The Writing Center-Gulf Coast</td>
<td>Writing projects and assignments</td>
<td>Gulf Park Library Room 107</td>
<td>The Writing Center is a free tutorial service available to any USM student, faculty or staff member who wants assistance with any writing project. We offer one-on-one writing instruction that is designed to help our clients become more effective writers. This tutorial service is offered on a walk-in basis or by appointment (on the hour for 45 minutes).</td>
<td><a href="http://www.usm.edu/gc/speakandwrite">http://www.usm.edu/gc/speakandwrite</a></td>
<td>228-214-3411</td>
<td><a href="mailto:coastwritingcenter@usm.edu">coastwritingcenter@usm.edu</a></td>
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<tr>
<td>Department</td>
<td>Course/Service Focus</td>
<td>Location</td>
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<td>The Writing Center- Hattiesburg</td>
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<td><a href="http://www.usm.edu/writingcenter">www.usm.edu/writingcenter</a></td>
<td>601-266-4821</td>
<td><a href="mailto:writing.center@usm.edu">writing.center@usm.edu</a></td>
</tr>
<tr>
<td>University Libraries/ Cook Library Information Services - Hattiesburg</td>
<td>Library reference &amp; research</td>
<td>Cook Library Information Services Desk on the first floor Services are provided in-person, by telephone, and via e-mail</td>
<td>Reference and research services, including the provision of information, instruction in the use of the libraries and information sources, and guidance in the choice of appropriate resources to fulfill particular information need. Individual and small group consultations are available by appointment using the form at <a href="http://www.lib.usm.edu/services/forms/consultation.html">http://www.lib.usm.edu/services/forms/consultation.html</a> Services are available to all library users, including students, faculty, staff, and the public.</td>
<td><a href="http://www.lib.usm.edu/askalibrarian/">www.lib.usm.edu/askalibrarian/</a></td>
<td>601-266-4249</td>
<td><a href="mailto:askus@lib.usm.edu">askus@lib.usm.edu</a></td>
</tr>
<tr>
<td>University Libraries/ Gulf Coast Libraries</td>
<td>Hands-On Computer Training</td>
<td>Information Services, First Floor, GC Library, Gulf Park Campus</td>
<td>Application Software- Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and SPSS. Class is offered on request.</td>
<td><a href="http://www.lib.usm.edu/about_us/libraries_collections/usmgc_library.html">http://www.lib.usm.edu/about_us/libraries_collections/usmgc_library.html</a></td>
<td></td>
<td><a href="mailto:saidul.hassan@usm.edu">saidul.hassan@usm.edu</a></td>
</tr>
<tr>
<td>University Libraries/ Gulf Coast Libraries</td>
<td>Library Reference &amp; Research</td>
<td>Information Services, First Floor, GC Library, Gulf Park Campus</td>
<td>Reference and research services, including the provision of information, instruction in the use of the libraries and information sources, and guidance in the choice of appropriate resources to fulfill a particular information need. Individual and small group consultations are available by appointment using the form at <a href="http://www.lib.usm.edu/services/forms/consultation.html">http://www.lib.usm.edu/services/forms/consultation.html</a> Services are available to all library users, including students, faculty, staff, and the public.</td>
<td><a href="http://www.lib.usm.edu/askalibrarian/">www.lib.usm.edu/askalibrarian/</a></td>
<td>228-214-3451</td>
<td><a href="mailto:askus@lib.usm.edu">askus@lib.usm.edu</a></td>
</tr>
</tbody>
</table>
Tutoring Appointments Only

<table>
<thead>
<tr>
<th>Department</th>
<th>Course/Service Focus</th>
<th>Tutor</th>
<th>Classes Tutored</th>
<th>Time Available</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Physics &amp; Astronomy</td>
<td>Physics and Astronomy courses</td>
<td>Kyle Fortenberry</td>
<td>General Physics</td>
<td>Mon 1–2</td>
<td><a href="mailto:steven.k.fortenberry@usm.edu">steven.k.fortenberry@usm.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Modern Physics</td>
<td>Wed 1–2, 7– 8</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Classical Mechanics</td>
<td>Fri 1–2</td>
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<td></td>
<td>Quantum Mechanics</td>
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<tr>
<td></td>
<td></td>
<td>Xandria McWaters</td>
<td>General Physics</td>
<td>Thurs 6–9 PM</td>
<td><a href="mailto:xandria.mcwaters@usm.edu">xandria.mcwaters@usm.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kileigh Peturis</td>
<td>General Physics</td>
<td>Tues 5–9</td>
<td><a href="mailto:kileigh.peturis@usm.edu">kileigh.peturis@usm.edu</a></td>
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<tr>
<td></td>
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<td>Quantum Mechanics</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Ty McCleery</td>
<td>General Physics</td>
<td>Mon 4–5</td>
<td><a href="mailto:wtyler.mccleery@usm.edu">wtyler.mccleery@usm.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Modern Physics</td>
<td>Wed 4–5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Classical Mechanics</td>
<td>Fri 9:30–10</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Tony Hill</td>
<td>General Physics</td>
<td>By Appointment</td>
<td><a href="mailto:anthony.hill@usm.edu">anthony.hill@usm.edu</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Astronomy</td>
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</table>

**g. Grievance Procedures**

The first step in resolution of a legitimate student grievance is to attempt to resolve the issue with the faculty with whom the grievance originated. If agreement is not reached, the student may present an appeal to the Southern Miss DPD Director. In the event that the grievance is still not resolved to the student's satisfaction, the line of authority is the Chair of the Department of Nutrition & Food Systems, the Dean of the College of Health, the Southern Miss Provost, and the President of the University. If the student fears retaliation from the faculty member or program director, he/she may directly report complaints to the chair of the department of Nutrition and Food Systems. For contesting course final grades, refer to the current Southern Miss Undergraduate Bulletin for the Grade Review Policy for undergraduate classes.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. CADE is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or by calling (312) 899-5400.

**h. Disciplinary/Termination Procedures**

ANY OF THE FOLLOWING ACTIONS ARE ALSO CONSIDERED AS JUST CAUSE FOR IMMEDIATE DISMISSAL:

- Unauthorized removal, destruction, or theft of any property of the program, USM, clinical/management facilities, employees, or clients.
- The use or unauthorized possession of any intoxicants (including all forms of alcohol), illegal drugs or narcotics on the grounds of USM or clinical/management facilities.
- Unauthorized use, possession, or distribution of firearms, explosives, fireworks or knives on the grounds of USM or its clinical/management facilities.
- Willful submission of false information or alteration of any records or reports.
- Dishonesty (cheating, forgery, plagiarism, etc.).
- Disclosure of confidential information or discussion of any client information with unauthorized personnel.
- Negligence or misconduct in the performance of duty.
- Willful disobedience or insubordination.
- Abusing a faculty member, staff member, or fellow student (including abusive language).
- Willful violation of laboratory safety or other laboratory policies.

**i. Academic Honesty Procedures**
Students will commit themselves to the highest standards of academic integrity and avoid any violation of academic honesty. Violations of academic honesty may take many forms including: cheating, facilitating plagiarism, fabricating information, citations, or data among others. Plagiarism is the unacknowledged use of secondary sources in any written or oral presentation. Plagiarism includes copying and pasting information directly from the internet. Further information on academic honesty and plagiarism can be found in the University Bulletin and the University Student Handbook.

Procedure
First offense: If the offense is plagiarism, fabrication of information, citations or data, the student may be required to complete the Plagiarism Tutorial on the University Library’s Website and repeat the assignment for no more than half the possible points. If the offense is cheating on an exam an automatic zero (0) for the exam may be given. The instructor of the course will notify the Program Director of the action. A record of the offense will be maintained in the Program Director’s office in order to maintain student confidentiality. Students may be referred to the Dean of Students for further disciplinary action.

Second offense: The student may receive an ‘F’ in the course in which the second offense occurs. The instructor of the course will notify the Program Director of the offense. A record of the offense will be maintained in the Program Director’s office in order to maintain student confidentiality. Students may be referred to the Dean of Students for further disciplinary action.

Third offense: The student may receive an ‘F’ in the course in which the third offense occurs and be terminated from the program. The instructor of the course will notify the Program Director of the offense. The Department Chair will send a letter notifying the student of his/her dismissal from the program with a copy to the Dean of the College of Health and the Vice President of Student Affairs. Students may be referred to the Dean of Students for further disciplinary action.

A student may request a hearing at the Department level at any time and may appeal following procedures described in the University Student Handbook.

j. Transportation
Transportation to and from supervised practice experiences as well as field trips and classes away from campus throughout the course of the program is the total responsibility of the students. Time designated for field trips does NOT include travel time. Because of the outlying location of some of the supervised practice experiences, public transportation is not always available. Each student is expected to have access to an automobile or other type of reliable transportation. Neither the University nor any of its affiliated clinical facilities assumes responsibility for safe travel or cost to and from any supervised practice experience or field trip.

k. Dress Code During Field Experiences
Students are expected to maintain a professional appearance in ALL facilities. Hair must be worn in a neat simple style, clean, and appropriate for professional activity. Fingernails must be clean and well groomed. Appropriate dress codes vary for individual facilities. It is the student’s responsibility to avail himself/herself of appropriate dress code information prior to entering a facility. Casual attire (baseball caps, t-shirts, blue jeans, halter tops, short, lingerie-looking tops, miniskirts, bare midriffs, etc.) is not considered to be appropriate dress for any clinical facility. NO BELLY BUTTONS, BREASTS, BUTTOCKS, OR SHOULDERS should be visible at any time. Closed toe shoes should be worn at all times in all facilities and during any supervised practice experience or field trip. All clothing should be neat, clean, & pressed. The faculty member maintains the right to make binding decisions regarding students’ participation in outside experiences based on adherence to applicable dress codes. It is the student’s responsibility to arrange to make up any missed experience to which he/she was denied access due to personal appearance. No gum chewing is allowed in the facilities or during times students are participating in professional activities.

l. Professional Attitudes and Values
All students enrolled in the Didactic Program in Dietetics will be evaluated on their professional attitudes and values as well as leadership and decision making abilities by the faculty members. Professionalism evaluations will be conducted in the spring semester of the Junior and again in the spring semester of the Senior year. Professional Attitudes and the behaviors that exemplify them are:

- Accountability
  - Readiness/preparation for class
  - Taking responsibility for actions/grades
- Respectfulness
- Appropriate dress for presentations/field trips
- Courtesy toward instructor, guest speakers, classmates
- Attentiveness in class
- No electronic devices used during class
- Class attendance (on time, stays entire class, does not “come and go” during class
- Maintains appointments
- Courteous, appropriately constructed electronic communication with teachers and classmates
- Reliable
  - Timely submission of assignments
  - Class attendance (see above)
  - Maintains Appointments (see above)
- Commitment to Learning/Excellence
  - Seeks assistance when needed
  - Receiving and accepting constructive criticism
  - Participation in class activities
  - Seeks to understand how course material and assignments relate to practice
  - Initiative in completing assignments
- Team Player
  - Demonstrates effort in group projects does not allow others to assume all of the work
  - Displays positive attitude related to class assignments, provides constructive suggestions for improvement of instruction

m. Equal Opportunity & Non-Discrimination Policy
The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, religion, race, color, national origin, Vietnam era veteran status or disability status. These provisions are pursuant to applicable federal and state regulations. More information can be found at http://www.usm.edu/aa-eeo/.

VI. Other Tips

a. How to Succeed in College
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**Budgeting Your Time**

A general rule of thumb for college classes is that you should expect to study about 2 to 3 hours per week outside class for each unit of credit. Based on this rule of thumb, a student taking 15 credit hours should expect to spend 30 to 45 hours each week studying outside of class. Combined with time in class, this works out to a total of 45 to 60 hours spent on academic work - not much more than the time required of a typical job, and you get to choose your own hours. Of course, if you are working while you attend school, you will need to budget your time carefully. As a rough guideline, your studying time might be divided as follows.

<table>
<thead>
<tr>
<th>If Your Course Is:</th>
<th>Time For Reading The Assigned Text (Per Week)</th>
<th>Time For Homework Assignments (Per Week)</th>
<th>Time For Review And Test Preparation (Average Per Week)</th>
<th>Total Study Time (Per Week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits</td>
<td>1 to 2 hours</td>
<td>3 to 5 hours</td>
<td>2 hours</td>
<td>6 to 9 hours</td>
</tr>
<tr>
<td>4 credits</td>
<td>2 to 3 hours</td>
<td>3 to 6 hours</td>
<td>3 hours</td>
<td>8 to 12 hours</td>
</tr>
<tr>
<td>5 credits</td>
<td>2 to 4 hours</td>
<td>4 to 7 hours</td>
<td>4 hours</td>
<td>10 to 15 hours</td>
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</table>

If you find that you are spending fewer hours than these guidelines suggest, you can probably improve your
grade by studying more. If you are spending more hours than these guidelines suggest, you may be studying inefficiently; in that case, you should talk to your instructor about how to study more effectively.

GENERAL STRATEGIES FOR STUDYING

- Don't miss class. Listening to lectures and participating in discussions is much more effective than reading someone else's notes. Active participation will help you retain what you are learning.
- Budget your time effectively. An hour or two each day is more effective, and far less painful, than studying all night before homework is due or before exams.
- If a concept gives you trouble, do additional reading or problem solving beyond what has been assigned. And if you still have trouble, ask for help: you surely can find friends, colleagues, or teachers who will be glad to help you learn.
- Working together with friends can be valuable in helping you to solve difficult problems. However, be sure that you learn with your friends and do not become dependent on them.
- When studying your text: Don't highlight - underline! Using a pen or pencil to underline material requires greater care than highlighting, and therefore helps to keep you alert as you study.

Preparing for Exams

- Rework problems and other assignments; try additional problems to be sure you understand the concepts. Study your performance on assignments, quizzes, or exams from earlier in the semester.
- Study your notes from lectures and discussions. Pay attention to what your instructor expects you to know for an exam.
- Reread the relevant sections in the textbook, paying special attention to notes you have made in the margins.
- Study individually before joining a study group with friends. Study groups are effective only if every individual comes prepared to contribute.
- Don't stay up too late before an exam. Don't eat a big meal within an hour of the exam (thinking is more difficult when blood is being diverted to the digestive system).
- Try to relax before and during the exam. If you have studied effectively, you are capable of doing well. Staying relaxed will help you think clearly.

Presenting Homework and Writing Assignments

All work that you turn-in should be of collegiate quality: neat and easy to read, well-organized, and demonstrating mastery of the subject matter. Future employers and teachers will expect this quality of work. Moreover, although submitting homework of collegiate quality requires "extra" effort, it serves two important purposes directly related to learning.

1. The effort you expend in clearly explaining your work solidifies your learning. In particular, research has shown that writing and speaking trigger different areas of your brain. By writing something down - even when you think you already understand it - your learning is reinforced by involving other areas of your brain.
2. By making your work clear and self-contained (that is, making it a document that you can read without referring to the questions in the text), it will be a much more useful study guide when you review for a quiz or exam.

The following guidelines will help ensure that your assignments meet the standards of collegiate quality.

- Always use proper grammar, proper sentence and paragraph structure, and proper spelling.
- All answers and other writing should be fully self-contained. A good test is to imagine that a friend is reading your work, and asking yourself whether the friend would understand exactly what you are trying to say. It is also helpful to read your work out loud to yourself, making sure that it sounds clear and coherent.
- In problems that require calculation:
  - Be sure to show your work clearly. By doing so, both you and your instructor can follow the
Word problems should have word answers. That is, after you have completed any necessary calculations, any problem stated in words should be answered with one or more complete sentences that describe the point of the problem and the meaning of your solution.

Express your word answers in a way that would be meaningful to most people. For example, most people would find it more meaningful if you express a result of 720 hours as 1 month. Similarly, if a precise calculation yields an answer of 9,745,600 years, it may be more meaningful in words as "nearly 10 million years."

- Pay attention to details that will make your assignments look good. For example:
  - Use standard-sized white paper with clean edges (e.g., do not tear paper out of notebooks because it will have ragged edges).
  - Staple all pages together; don't use paper clips or folded corners because they tend to get caught with other students' papers.
  - Use a ruler to make straight lines in sketches or graphs.
  - Include illustrations whenever they help to explain your answer.

- Ideally, make your work look professional by using a word processor for text and equations and by creating graphs or illustrations with a spreadsheet or other software.

- If you study with friends, be sure that you turn in your own work stated in your own words - it is important that you avoid any possible appearance of academic dishonesty.

- If a grading rubric is provided, USE IT while preparing your assignment. Faculty members cannot give you credit for an item that is missing. However, just including a part of the assignment does not assure maximum points for the assignment. Work must be of very high quality to get maximum credit.

b. Classroom Etiquette
Author: Flora Brown; Published on: June 5, 2000

Exercising personal freedom is one of the most appealing things about college. With the casual dress and attitudes that prevail in American colleges, however, it's not surprising that some college students don't know where to draw the line on individual expression and social interchange. While the connection between your classroom behavior and course grade may be not be clear, there are some behaviors that are clearly rude, unacceptable and in poor taste.

1. Addressing the teacher in a casual manner. "Hey Dude, what's up?" is okay for your friends, but not appropriate for your teacher. This even applies for teachers who dress and behave casually. Avoid personal comments or questions about their manner of dress or family. The teacher may be friendly, but is not your buddy.

2. Habitually arriving to class late. While some teachers are lax about tardiness, it is disruptive to the lecture or other activities when all heads turn to watch your entrance. If your schedule just won't allow you to get to this class on time, drop it and take one that is convenient for you.

3. Habitually leaving class early. Don't schedule your job, other appointments or activities during your class hour. Last semester a few of my students would come to class to take the quiz that I give at the beginning of class, then leave. Even though these students left quietly, they routinely missed the rest of the class which included the lecture and discussion of the concepts. This lack of clarity revealed itself in their test results.

4. Dominating classroom discussion, even to the point of interrupting the teacher with some point you want to make. Some students jump into classroom discussions so enthusiastically that they trample through the teacher's lecture interjecting comments, many of them less than insightful. This type of student not only upsets the teacher, but infuriates the other students.

5. Answering your cellular phone in class. Turn off your cellular phone and pager before entering class or else you may be asked to leave the class. This is definitely not cute or impressive. If you are the principal player in multimillion dollar deals, why break your concentration by taking a college class right now?
6. Eating and drinking in class. Although some teachers of early morning classes may tolerate your cup of coffee, other teachers are not so generous. The possibility of spilling, not to mention the disruption it causes, has lead many colleges to post “No Eating” signs in classrooms, library and labs. And the reality that classroom carpets are cleaned infrequently may mean that you and your fellow classmates must endure the spots, stains and odors all semester.

7. Chatting during class discussion or while fellow students are giving oral reports. Your fellow students appreciate a quiet learning environment and resent students who continually disrupt the decorum. The one time in twelve years that I have evicted students from my class was when two young men were snickering at students as they gave oral reports. This behavior can land you in front of the Dean of Students and may lead to suspension.

8. Angrily confronting the teacher. Spend time understanding the course syllabus and requirements from the start to cut down on later misunderstanding. Some teachers are laxed about attendance, for example, while other teachers have zero tolerance for tardiness even to the point of locking the classroom door. Some teachers accept late and makeup assignments, while others don’t. If you meet with the teacher as problems arise you will avert problems.

Attending college classes should be stimulating, informative and sometimes even fun, but only when the environment is conducive to learning. While teachers have varying levels of tolerance for various classroom behaviors, you can make your own college experience enjoyable by showing courtesy and respect toward your classmates and teachers alike.

Finally, a tip on faculty evaluations…
Faculty evaluations are not a time to air personal grievances. You should be evaluating the faculty member’s ability to meet classroom objectives, and give suggestions on improving the class for the future. More plainly, “Put less stress on evaluating what we have done and more on stimulating what we might do.” (Eble, 1985)

c. Southern Miss Dietetic Internship
The Dietetic Internship at The University of Southern Mississippi is a post baccalaureate dietetic program offering 1200 hours of intensive training in food service management and clinical and community nutrition. After successfully completing the dietetic internship, a student is qualified to begin entry-level practice as a dietitian, and is eligible to take the examination to become a registered dietitian (RD).

Enrollment is limited to sixteen (16) interns per year. Admission preference is given to Southern Miss DPD and enrolled graduate students and to employees of affiliated clinical facilities, provided the applicant meets all published requirements of the program. Eight (8) Southern Miss internship positions may be filled by the Preselect Option prior to Computer Matching. These positions are open to students enrolled at Southern Miss in the master’s degree program in Nutrition and Food Systems. Remaining internship positions are filled through computer matching. For more information regarding the USM Dietetic Internship, go to the web site, http://www.usm.edu/nfs

The following Recency of Education Policy is a Southern Miss policy statement for those dietetic internship applicants with a signed Verification Statement that is dated more than 5 years from the start date of the dietetic internship. The courses taken to satisfy the requirements of this policy must be completed at a U.S. accredited college or university through an approved/accredited DPD program.

1. If the signed Verification Statement is dated within the last 5 years, then no extra coursework is required.
2. If the signed Verification Statement is dated within 5-9 years from the starting date of the internship program, then the applicant must have completed with a grade of C or better 9 credit hours of additional coursework within three years of applying to the dietetic internship. The following courses are highly recommended:
   a. A capstone Medical Nutrition Therapy or Diet Therapy course
   b. A capstone Foodservice Management course
   c. An advanced level nutrition course (the exact course to be chosen/approved by the dietetic internship director and/or NFS faculty members)

3. If the signed Verification Statement is dated 10 years or longer from the starting date of the internship program, then the applicant must have completed with a grade of C or better 15 credit hours of coursework within three years of applying to the dietetic internship. The following courses are highly recommended:
a. A capstone Medical Nutrition Therapy or Diet Therapy course
b. A capstone Foodservice Management course
c. An advanced level nutrition course (the exact course to be chosen/approved by the dietetic internship director and/or NFS faculty members)
d. A general Biochemistry course or Metabolism course
e. An Anatomy and Physiology course or Human Physiology course

An official transcript that verifies that courses were taken within the appropriate time frame and that grades are at least “C” or better must accompany the application packet for the dietetic internship.

d. Frequently Asked Questions

1. Where do dietitians work?

Registered Dietitians (RD) are employed in a wide variety of settings, including hospitals, public health departments, nursing homes/retirement centers, food service establishments, private practice, colleges and universities, contract food service companies, industry, professional sports teams, commercial food service operations, and military service.

2. What types of careers are available to individuals with a degree in Nutrition and Dietetics?

There are many career options available to a student with a B.S. degree in Nutrition and Dietetics. Most positions require the RD credential and some may require additional education.

Some examples of careers that may be open to individuals with a bachelor’s degree in Nutrition and Dietetics include:

- dietetic technician in a hospital food and nutrition services department
- dietary manager for a long-term care facility
- child nutrition program director or school foodservice manager
- nutrition educator with the Women, Infants, and Children Program (WIC),
- cooperative extension home economist
- sales representative for food products or foodservice equipment

Some examples of employment opportunities that require individuals to hold the RD credential include:

- clinical dietitian
- chief clinical dietitian
- renal dietitian
- public health nutritionist
- nutrition support dietitian
- consultant dietitian

3. How important are grades in this curriculum, particularly with respect to being accepted into a dietetic internship?

The importance of good grades must not be minimized. A minimum overall grade point average or dietetics grade point average (GPA) of 2.75 – 3.0 and a minimum GPA of 2.5 in science courses is essential for application to many of the dietetic internships. Higher overall GPAs and science GPAs make students more competitive in applying for internships. Many programs prefer grades higher than “C” in dietetics-related courses and grades no lower than “C” in science courses. Most internships will disqualify your application if you do not meet minimum GPA requirements.

4. Are there some suggestions, besides grades, to improve my chances of being accepted into a dietetic internship?

Yes, although there are no guarantees of receiving an appointment into a dietetic internship, there are several areas that you can work on throughout your undergraduate years to be more competitive for appointment.

The number of appointments to supervised practice programs is limited and the programs are competitive nationally. Nearly 60% of all applicants receive a match to a dietetic internship; however, in some years, as many as 50 percent do not receive a match. Dr. Molaison and the other faculty members will guide you through the process. It is important to remember that the professionals at each supervised practice site make the appointment decisions. Students who understand the competitive nature of this experience and who shape their undergraduate course work and experiences to enhance their application are generally rewarded for their efforts.
Internship selection committees favorably view work experience, especially in positions that show a growth in responsibility over time and those having a management component. Hospital food and nutrition services work such as that of a diet technician, diet clerk, or diet aid is highly valued. Food service work is also an important component of the program; therefore, work experience in areas such as college food service or long-term care facilities is valuable.

5. What are other suggestions to improve my chances of being selected for a supervised practice program?

- Be an active member of the SDA. Be willing to hold an office and assume responsibility for tasks. Carry out your responsibilities with enthusiasm and efficiency. Supervised practice program directors and employers value demonstrated leadership in applicants.
- Become a student member in ADA
- Participate in extracurricular activities. Southern Miss offers numerous opportunities for students to learn and develop leadership skills.
- Apply to more than one supervised practice program. The greater the number of internships to which you apply, the greater the chances of your being matched to an internship.
- Be willing to relocate out of state.

6. Many programs ask for letters of recommendation. Whom should I ask to write these letters?

Each supervised practice program to which you apply usually requires three letters of recommendation. Some application procedures will allow you to select all three references while others will require that one be your adviser, clinical nutrition professor, food management professor, DPD director, or employment supervisor. You should decide as early as possible who you want to recommend you so that you can meet with them regularly and discuss your career plans. Be prepared to provide your references with some detailed information about yourself. Remember, a person who knows you well will write a better letter than someone who knows you only slightly.

Your performance in and outside of the classroom is the basis for faculty members’ letters of recommendation. Faculty members are asked to rate many characteristics that they have observed in their contacts with you. These include but are not limited to punctuality; attitude; cooperation; leadership skills, including delegating duties when an officer; attention to detail; acceptance of criticism in a professional and mature manner; taking responsibility for one’s own performance and behaviors; initiative; reaction to stress; adaptability; motivation; and organizational and time management skills.

7. What are some behaviors that are found to be most favorable by many faculty members and are likely to be reflected in the letters of recommendation?

- Develop a professional vocabulary. The courses in the curriculum are designed to teach specific knowledge and skills. Information in the NFS courses is sequenced to build the development of concepts and maturity in understanding of the subject matter. It is important that you build upon information from earlier courses when taking more advanced courses. Emphasize learning in such a way as to build the foundation for the knowledge and skills you will need as a professional.
- Demonstrate an active interest in the subject matter. This can be shown by coming to class prepared; that is, having read the assignment and having written work completed. Also, demonstrate interest by asking questions or relating relevant information to the material.
- Develop a professional work ethic. All work to be graded must be written using a word processor unless specified by the professor that handwritten work is acceptable. Multiple pages must be stapled together securely prior to coming to class.
- Be punctual. Arrive before the beginning of class and leave after class has been dismissed. Interrupting class by your late arrival is disruptive and disrespectful to the students and the professor. Additionally, professors will realize that you have difficulty with setting priorities, time management, handling multiple tasks, and consideration for others.
- Be respectful. Indicate respect for your professor and fellow students by not talking during lectures or classroom presentations. Remember to turn off your cell phone or beeper while in class. It is rude to carry on side conversations, including asking another student for clarification. You cannot hear what the professor is saying, nor can those around you.
- Exhibit courtesy. Always thank professors and fellow students when they have assisted you in a way separate from the usual. Small acts of courtesy denote that you have learned the etiquette of a professional as well as the academic knowledge and skills.
Remember - a smile and a positive attitude will take you a long way. Most people in professional situations would rather hear you laugh than whine. No one is interested in hearing excuses.

Study, Study!! Every class will require out-of-class study time each week. It is important that the study time be distributed throughout the semester and not clustered around test dates. Cramming for an exam may result in short-term, but not long-term learning.

8. Is there a printed resource that can help prepare me for application to supervised practice programs?

The Applicant Guide to Supervised Practice Experience is a valuable tool that describes many of the supervised practice programs in detail. The Guide provides information about many of the characteristics of the program sites such as number of applicants, number of applicants selected, and GPAs of selected applicants. Dr. Molaison has this resource available in her office.

9. What is involved in the Internship application process?

Students are responsible for applying to the dietetic internship programs. The basic steps in this process are:

- Review the Applicant Guide to Supervised Practice Experience and DI/AP4 Web sites.
- Write (e-mail is acceptable) the internship or AP4 program directors for current application material or other information at least six (6) months prior to Appointment Date. Remember that this is your first introduction to the Program Director so do all you can to make a favorable first impression!
- Discuss application materials with the DPD director.
- If required, apply to take Graduate Record Examination (GRE) and make application to graduate school.
- Obtain the Declaration of Intent form or Verification Statement from the DPD director. This standardized form is to be completed by the applicant and DPD director and submitted with DI application materials.
- Request references from adviser/faculty/work supervisor at least three weeks in advance of due dates for your completed application. Most programs prefer the letters to be included in the application packet, but a few require that they be sent directly to the program, so read the directions carefully. Provide your reference with the recommendation form (if required by DI), completed reference questionnaire (from NFS 465), and resume. Be sure to fill out and sign the top part of the recommendation form indicating your right to review or your waiver of the right to see the completed recommendation form. Ask the reference person to seal the reference in a business envelope, write the name of the program on the front, sign their name across the sealed flap, and return it to you.
- Request transcripts from all colleges/universities you have attended. You will need original transcripts for each DI/AP4 to which you apply.
- Complete each application according to directions given by the dietetic internship/AP4 director. Questions about completing applications should be referred to the DI/AP4 director and not the DPD director or ADA staff. The application packet usually contains the following items:
  - Letter of application from you or responses to specific questions
  - Competed application form. Most programs use a standard application form; a disk copy of the application form is available for purchase from ADA. Some programs (for example, Southern Miss) also have additional pages that are to be completed and attached to the standard application form.
  - Official transcript(s) from all universities and colleges attended
  - An official Declaration of Intent form or Verification form
  - Three or more recommendation letters
  - Application fee
- Provide telephone number(s) with applications where you can be reached on Appointment Date.
- Mail all application materials by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of application.
- Submit mark/sense card with prioritized list of Internship/AP4s and matching fee to D&D Digital. The mark/sense card and fee should be sent by certified mail (return receipt requested). Applicant should check with D&D if certified mail receipt is not returned within three weeks.
- DI priorities should be selected carefully; no changes will be accepted by D&D Digital Systems once you submit your mark/sense card.

10. What is the Computer Matching Process?

ADA has contracted with D&D Digital to facilitate the computer matching process. (www.dnddigital.com). The student/applicant obtains a computer matching booklet from the DPD director and completes it by indicating the sites to which she/he applied, in order of preference, and encloses it with the required fee. Simultaneously, supervised practice programs send a form to D&D Digital listing in order of preference, the applicants they
selected for participation in their program. Computer matching does not change the applicant’s nor the program’s selection order. Applicants cannot be matched to a program to which they did not apply.

Before the matching begins, the applicant’s priority list is “cleaned.” That is, if a program to which an applicant applied does not rank an applicant, the program is removed from the applicant’s list. If an applicant does not rank a program, the applicant is removed from the program’s list. The matching occurs using the applicant’s prioritized list of programs to which he/she applied, and the programs’ prioritized list of applicants until all possible matches are complete. Students can receive only one match. In some years, up to 50 percent of students applying did not match with an internship. Applicants are provided their personal matching results from D&D Digital Systems via posting on the D & D Digital Systems Internet site. The process is explained in the “Instructions to Applicants” booklet provided by D&D Digital that is available from Dr. Molaison. Additional questions about computer matching are addressed on ADA’s web site at http://www.eatright.org

11. What do I do if I don’t match and receive an appointment to a Supervised Practice Program?

Each year, some very qualified students do not receive appointments to supervised practice programs. Students must realize the selection process is competitive and is based on the total pool of applicants for each program. Unsuccessful candidates should re-evaluate their credentials, the application letter, indications of work experience, and commitment to the profession. Your adviser and Dr. Molaison may provide valuable insight and make suggestions for ways to highlight the individual’s strengths and to improve areas that need strengthening.

There are several options open to students who are not accepted by a supervised practice program. D & D Digital provides a list of unmatched applicants who have agreed to have their name released to each program following the matching. Programs may contact unmatched applicants or return to their applicant pool to fill positions AFTER the appointment date has passed. Also, the DPD director receives a listing of all the practice programs that did not fill their selection quota. The director may assist students in making applications to these programs.

Students may decide to re-apply for supervised practice programs that begin in January of the following year (September application deadline) or to re-apply to sites that begin in the middle of the following year (February deadline). In this instance, it is imperative that the student work on his/her qualifications to enhance the likelihood of being selected. Some activities that are usually viewed favorably by selection committees include relevant work experience and graduate or additional coursework in NFS or related areas. Do not give up. Persistent qualified applicants nearly always find a placement and are able to achieve their goal of becoming a registered dietitian.

Another option is to see a job that does not require the RD credential or obtaining the Certified Dietary Manager (CDM) or Dietetic Technician, Registered (DTR) credential.* See the Didactic Program Director for help in obtaining the information needed to register for these credentialing exams. Here is a list of jobs for the non-RD:

- Certified Dietary Manager (CDM) at a hospital or nursing home
- Employee for nutrition or health-related internet company
- Diet Technician (DTR) or Nutrition Assistant in hospital, clinic, or other health care setting
- Health Food Store Management
- Restaurant Management
- Nutrition Assistant in Extension or Research
- Food Scientist
- Health Inspector
- General nutrition counselor (counseling normal and good nutrition, not individualized nutrition assessment or chronic disease)
- WIC Nutritionist (many positions don’t require an RD)
- Food Service Administrator
- Research Assistant for a nutrition-related study
- Restaurant consultant (labeling, menu development)

*Please note that each state has different licensure laws that will limit what the non-RD is allowed to do in each of these settings. Also, most states will not allow the terms “dietitian” or “nutritionist” to be used without the RD credential.

12. How Do I Register for the GRE?
The Graduate Record Exam can be taken on campus in Hattiesburg. You may also take the GRE at approved testing centers located in most metropolitan centers, such as Jackson or New Orleans or at other university campuses. There are three (3) ways to register for the GRE:

• USM Testing Center 601.266.6123
• 1.800.GRE.CALL (1.800.473.2255)
• www.gre.org

The USM Testing Center is located in the Walker Science Building, Room 217 (see directions below). The testing center is open for registration and questions Tuesday through Friday from 9-11 and 1-3, but can vary depending on already scheduled tests. Hours for testing may vary, and they fill quickly. Please call early for a preferred testing time.

There are no sample tests available from the testing center, but test guides are available at the HUB, local bookstores and online.

One may pay with VISA, MasterCard, American Express, personal check or a money order. Cash is not accepted. If desired, one can apply for a fee waiver in the financial aid department on campus.

Things to remember when registering and preparing for testing:

• Register in the name that appears on your state issued or national ID (i.e., driver’s license).
• Bring two (2) forms of picture identification. One must be a state or national ID such as a driver’s license or passport.
• Bring fee waiver voucher (if applicable).
• Arrive at testing center 30 minutes before testing time.

Directions to the Walker Science Building:
Access to the testing center is most easily attained by entering the campus on Golden Eagle Avenue via West 4th Street. After turning off West 4th Street, students should head south on Golden Eagle Avenue, then take a left onto Charles Lane. After turning onto Charles Lane, Walker Science building is the second building on the right. Parking near Golden Eagle Avenue is recommended due to the shortage of parking space available on and around Charles Lane and the testing center.

For any additional help, contact Graduate Admissions at 601.266.5137.