

The School of
**Kinesiology
& Nutrition**

2018-2019

NUTRITION AND DIETETICS Student Handbook



THE UNIVERSITY OF
**SOUTHERN
MISSISSIPPI.**

School of Kinesiology and Nutrition

118 College Drive, #5142

Hattiesburg, MS 39406

2018-2019

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Overview of Emphasis Areas

Welcome to The University of Southern Mississippi (USM) School of Kinesiology and Nutrition (SKN). If you have an interest in improving health and the quality of life through nutrition and food, you are in the right place!

The SKN offers a Bachelor of Science degree in Nutrition and Dietetics in four emphasis areas: Didactic Program in Dietetics, Community Nutrition, Nutrition and Food Systems Management, and Nutrition Science. Each emphasis area is academically rigorous so that our graduates are prepared for a successful career with many becoming leaders in their areas of expertise. 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 11) and our mission and goals (described for each emphasis area below) are established to guide us to continuously improve the 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.

Mission/Purpose

The mission of the Nutrition and Dietetics Bachelor of Science degree program is to prepare students for a variety of employment or advanced educational opportunities aimed at improving health, decreasing risk of disease, and improving quality of life. The program prepares students to provide nutrition education and food services to individuals, groups, families, organizations, and communities.

Description of Each Emphasis Area

Each emphasis area within the Nutrition and Dietetics degree is designed to provide specific knowledge and skills to allow students to pursue: employment in related areas, continue to graduate or professional school, or apply to dietetic internships.

Community Nutrition

The Community Nutrition emphasis is designed to meet the needs of students who want training in health promotion, disease prevention, program development, and nutrition interventions. In addition to a strong foundation in nutrition, with background knowledge in food and food systems, this track allows for a minor in Public Health. However, this track is not designed to allow students to enter a dietetic internship. If students in this track wish to pursue the registered dietitian credential, additional requirements will need to be met, and the student must meet with an advisor to discuss the additional course and grade requirements.

Dietetics (Didactic Program in Dietetics)

The Dietetics emphasis is a Didactic Program in Dietetics (DPD) that is currently granted continued accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312.899.5400. The mission of the DPD 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. There are three steps to becoming a registered dietitian (RD):

- Earn a bachelor's degree and complete the didactic program requirements for entry-level dietitians in an accredited program;
- Successfully complete an accredited supervised practice program/dietetic internship; and
- Earn a passing score on the national Registration Examination for Dietitians.

Those with the RD credential may work in many environments, particularly those in medical and health care settings such as hospitals, medical clinics or nursing homes. However registered dietitians may also work in public health departments, food service establishments, private practice, colleges and universities, food and nutrition-related businesses, contract food service companies and military service.

For Students majoring in the DPD emphasis, further information on the mission, objectives, outcomes and program requirements is provided beginning on page 20.

Nutrition and Food Systems Management

The Nutrition and Food Systems Management Emphasis is designed to meet the needs of students who are interested in food, nutrition, and delivering the food to the customer in a variety of settings (hospitals, extended care facilities, schools, etc.). Students enrolled in this emphasis will have a background in nutrition, but they will have broad knowledge base in food, food delivery systems, and management and business skills needed in a variety of settings. Students that complete this degree will be eligible to sit for the exam to become a Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP). However, this track is not designed to allow students to enter a dietetic internship. If students in this track wish to pursue the registered dietitian credential, additional requirements will need to be met, and the student must meet with an advisor to discuss the additional course and grade requirements. Students in the Nutrition and Food Systems Management Emphasis who complete NFS 425, 473, & 490 as electives are eligible to receive an undergraduate certificate in Child Nutrition Program Management.

Nutrition Science

The Nutrition Science emphasis is suitable for students who wish to study nutrition, but do not intend to enter into dietetics practice or pursue registered dietitian credentialing. This emphasis is appropriate for students who wish to pursue post-baccalaureate professional or graduate education in nutrition or the health sciences. Completion of this degree program will provide a foundation for further study in the health sciences, and will satisfy some, but not all, admission requirements for professional programs in medicine and allied health. Admission requirements for graduate and professional programs in the health sciences, including medicine, optometry, dentistry, physical and occupational therapy differ by program. Students choosing the nutrition science emphasis in nutrition and dietetics as a foundation for a professional degree should check with the admissions office of the program of their choice to determine its admission requirements. However, this track is not designed to allow students to enter a dietetic internship. If students in this track wish to pursue the registered dietitian credential, additional requirements will need to be met, and the student must meet with an advisor to discuss the additional course and grade requirements.

Table 1 provides an overview of post-graduation opportunities, differences between each emphasis area, science course requirements for each emphasis and grade/pre-requisite requirements for each emphasis.

Table 1. Overview of Emphasis Areas within the Nutrition and Dietetics Degree

Description/ Requirements	Community Nutrition**	Didactic Program in Dietetics (DPD)*	Nutrition & Food Systems Management**	Nutrition Science**
<p>Possible Post-Graduation Opportunities</p>	<ul style="list-style-type: none"> Graduate School (Public Health or Related Area) Community nutrition/ wellness educator Health promotion Nutrition non-profit organization Health food store management Marketing specialist for food or nutrition Nutrition writer Community Health Worker Public Health Official Co-op Extension Agent Public relations for food companies, nutrition publications, or organizations Social media writer for companies Consumer Advocate 	<ul style="list-style-type: none"> Graduate School Apply for a dietetic internship Become a Registered Dietitian <i>Career Opportunities as a RD</i> Clinical dietitian in hospital or other health care facility Consulting dietitian Dietitian in a nursing home Community dietitian with the Women, Infants and Children Program Public health dietitian Dietetic educator Researcher with food or pharmaceutical companies, or university Sports nutritionist with fitness teams or corporate wellness programs Public relations and marketing in food and nutrition related businesses Product development in food and nutrition related businesses Private practice dietitian Food service director in a hospital, school district, day care, etc. Caterer Cooperative extension agent Food buyer or distributor Food and drug inspector 	<ul style="list-style-type: none"> Graduate School (Food, Hospitality, or Business Related Areas) Food service administrator Restaurant owner or manager Caterer Food labeling or menu analysis Dietary supervisor Health food store management Health inspector Food/Foodservice Sales Representative Quality control Manager Food Buyer Food Distributor Food & Drug Inspector Food Technologist Marketing/Sales Manager for Food and Equipment Vendors 	<ul style="list-style-type: none"> Graduate School (Nutrition, Biochemistry, or Related Areas) Teach science in primary schools (additional courses required) Researcher/Educator in a variety of areas <ul style="list-style-type: none"> Biochemistry Food Nutrition Nutrition-related Chronic Diseases Manage or assist with clinical protocols, interventions, or clinical trials A health-related profession (additional courses may be required)*** <ul style="list-style-type: none"> Chiropractor (DC) Dentist (DDS) Physical Therapist (PT) Physician (MD or DO) Physician Assistant (PA) Podiatrist (DP) Veterinarian (DVM)
<p>Overview of Differences from other Emphases</p>	<ul style="list-style-type: none"> Basic nutrition and food courses are required Courses in the senior year of the program are designed to meet a minor in Public Health (a degree requirement) 	<ul style="list-style-type: none"> Course requirements are designed to meet ACEND accreditation requirements <u>This is the only emphasis that has the potential for the student to become a Registered Dietitian (RD)</u> Students are required to take courses in nutrition, food, community nutrition, medical nutrition therapy, nutritional biochemistry, and food systems management 	<ul style="list-style-type: none"> Basic nutrition and food courses are required Economics 101 is required Directed electives in the senior year can be taken in Management, Accounting, or meet the requirements for a certificate in Child Nutrition Program Management 	<ul style="list-style-type: none"> Basic nutrition and food courses are required Directed electives throughout the curriculum are designed to assist the student in meeting requirements for pre-professional programs (e.g. physics and advanced biology) Students also allowed to use medical nutrition therapy and nutritional biochemistry as electives
<p>Science Courses Required</p>	<ul style="list-style-type: none"> Anatomy & Physiology I & II with labs Microbiology A Combined General Chemistry & Organic Chemistry with lab 	<ul style="list-style-type: none"> Anatomy & Physiology I & II with labs Microbiology General Chemistry with lab Organic Chemistry with lab Biochemistry 	<ul style="list-style-type: none"> Anatomy & Physiology I & II with labs Microbiology A Combined General Chemistry & Organic Chemistry with lab 	<ul style="list-style-type: none"> Anatomy & Physiology I & II with labs Biology I & II with labs General Chemistry I & II with labs Organic Chemistry I & II with labs Biochemistry with lab Microbiology with lab

Table 1. Continued

Description/ Requirements	Community Nutrition**	Didactic Program in Dietetics (DPD)*	Nutrition & Food Systems Management**	Nutrition Science**
Grade and Pre- Requisite Requirements	<ul style="list-style-type: none"> • Earn a minimum grade of B in NFS 362, and • Earn a minimum grade of C in all courses and maintain a minimum GPA of 2.5 within the Program Curriculum (DEG 01 and DEG 02). 	<ul style="list-style-type: none"> • Earn a minimum grade of B in NFS 362, and • Earn a minimum grade of C in all courses and maintain a minimum GPA of 2.5 within the Program Curriculum (DEG 01 and DEG 02). • Earn a minimum grade of C and a GPA of 2.5 on all required science courses (DEG 02) prior to enrolling in NFS 410, and • Program Curriculum courses (DEG 01 and DEG 02) may not be repeated more than once. 	<ul style="list-style-type: none"> • Earn a minimum grade of B in NFS 362, and • Earn a minimum grade of C in all courses and maintain a minimum GPA of 2.5 within the Program Curriculum (DEG 01 and DEG 02). 	<ul style="list-style-type: none"> • Earn a minimum grade of B in NFS 362, and • Earn a minimum grade of C in all courses and maintain a minimum GPA of 2.5 within the Program Curriculum (DEG 01 and DEG 02). • Earn a minimum grade of C and a GPA of 2.5 on all required science courses (DEG 02) prior to enrolling in NFS 410, and • Program Curriculum courses (DEG 01 and DEG 02) may not be repeated more than once.

*Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The only emphases that results in a DPD Verification Statement, which is required to apply for a Dietetic Internship, which is required to become a Registered Dietitian

**Please refer to state licensure laws on dietetics/nutrition scope of practice and the ability to assess patients/clients and provide disease specific nutrition counseling and advice. These emphases do NOT allow for a verification statement or the RD credential.

*** Additional post-baccalaureate schooling is required

Admission Requirements

All potential students who meet specific criteria will be admitted to the university and to the Nutrition and Dietetics emphasis area of their choosing. These criteria are listed below:

Admission Criteria for community nutrition and nutrition and food systems management emphasis areas

- Students who declare either emphasis area as an incoming freshman, must have a grade of B or better in NFS 362 and a minimum Program GPA (DEG 01 and DEG 02 courses) of 2.5 by the end of the sophomore year or before enrolling in NFS professional courses.
- Students transferring to one of the emphases from a community college or another major must have a grade of B or better in NFS 362 and a minimum Program GPA (DEG 01 and DEG 02 courses) of 2.5 prior to enrolling in NFS professional courses.

Admission Criteria for the didactic program in dietetics and the nutrition science emphasis areas

- Students who declare either emphasis area as an incoming freshman, must have a grade of B or better in NFS 362 and minimum Program GPA (DEG 01 and DEG 02 courses) of 2.5 by the end of the sophomore year.
- Students transferring to one of the emphases from a community college or another major must have a grade of B or better in NFS 362 and a minimum Program GPA (DEG 01 and DEG 02 courses) of 2.5 prior to enrolling in NFS professional courses.
- No course may be repeated more than once regardless of the previous major or where the course was taken.

Additionally, students must meet academic performance criteria in order to progress through each emphasis area (see Table 1 above or Assessment of Student Progress beginning on page 6). The University of Southern Mississippi, Office of Admissions requires the following from all applicants:

Application for Undergraduate Admissions (Apply Online)

1. Nonrefundable application fee from all applicants.
2. Transcripts from high school for freshman applicants; transcripts from all institutions attended after high school for transfer applicants.
3. 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

Advising

Dr. Scott Piland is the Director of the School of Kinesiology and Nutrition (SKN). Dr. Nancy Speed is the Associate Director of the SKN. Dr. Holly Huye is the Didactic Program in Dietetics (DPD) director. Mrs. Roxanne Kingston is the Dietetic Internship (DI) 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 SKN office (601-266-5377). Each faculty member provides each student in a course with a syllabus that lists office hours that she will make every effort to maintain during the semester. Due to other university duties, it is best for students to ask in advance whether a faculty

member will be in her office during a particular day/time before “dropping in.” This may save students time and effort when driving to campus to talk with a faculty member.

<u>Adviser</u>	<u>Office</u>	<u>Phone</u>	<u>E-mail Address</u>
Mrs. Teresa Cartwright	FG 215	601-266-6817	teresa.cartwright@usm.edu
Dr. Carol Connell	FG 219B	601-266-6341	carol.connell@usm.edu
Dr. Holly Huye	FG 220B	601-266-6023	holly.huye@usm.edu
Mrs. Roxanne Kingston	FG 214	601-266-5871	roxanne.kingston@usm.edu
Dr. Jennifer Lemacks	FG 216	601-266-6825	jennifer.lemacks@usm.edu
Dr. Elaine Molaison	FG 210	601-266-6548	elaine.molaison@usm.edu
Dr. Scott Piland	KIN 112	601-266-5364	scott.piland@usm.edu

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.

Assessment of Student Progress

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 is provided in the course syllabus. The following grading system is used at Southern Miss for undergraduate coursework:

- A — indicates excellent work and carries four quality points per semester hour**
- B — indicates good work and carries three quality points per semester hour**
- C — indicates average work and carries two quality points per semester hour**
- D — indicates inferior work and carries one quality point per semester hour**
- F — indicates failure and carries no quality points**
- XF — indicates failure due academic dishonesty**
- NA — indicates the instructor reported the student as not attending. The grade is considered as attempted, but no quality points are earned. The grade is calculated as an F in the student's grade point average.**
- I — indicates that a student was unable to complete course requirements by the end of the term because of extraordinary circumstances beyond his or her control. Poor performance or unexplained absences are not a justification for the assignment of an I. If an I has not been removed by the end of the next semester (excluding summer term), it automatically becomes an F. Students are prohibited from enrolling in any course for which the current grade is I. Students who have filed for a degree and receive an incomplete grade will have to change their graduation term to the term ending the completion of their course work.**
- WP— indicates withdrawal from a course passing after the deadline for dropping courses (awarded prior to fall 2014).**
- WF— indicates withdrawal from a course failing after the deadline for dropping courses. (This grade is computed in the GPA as F (awarded prior to fall 2014).**
- AW — indicates administrative withdrawal**
- W — indicates withdrawn no penalty (No quality points awarded)**
- P — indicates a passing grade in courses taken on a pass-fail basis (does not count in computing GPA)**

Program and Degree Progression Requirements for All Nutrition and Dietetics Degree Plans and Remediation Procedures

The majority of the courses in Nutrition and Dietetics 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.

All students must meet and maintain the following requirements in order to enroll in each subsequent NFS course and/or semester:

- Earn a minimum grade of B in NFS 362, and
- Earn a minimum grade of C in all courses and maintain a minimum GPA of 2.5 within the Program Curriculum (DEG 01 and DEG 02).

Additional Requirements for the Didactic Program in Dietetics and the Nutrition Science Degree Plans:

- Earn a minimum grade of C and a GPA of 2.5 on all required science courses (DEG 02) prior to enrolling in NFS 410, and
- Program Curriculum courses (DEG 01 and DEG 02) may not be repeated more than once.

Students who fail to meet program requirements after two consecutive semesters may not continue in the program and must seek a new major.

An undergraduate student will be permitted to replace a grade for a total of 12 semester hours in order to improve his/her overall 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. DPD and Nutrition Science students may not use a replacement to take a course for more than one repeat.

GPA and Progression Requirements

Students in the Community Nutrition or Nutrition and Food Systems Management emphases who do not achieve the minimum Program GPA of 2.5 to progress to the next semester will be given one semester to improve the Program GPA to 2.5. Students who do not achieve the 2.5 Program GPA after that time may not progress in the program and will be referred to Career Services ([Career Services](#)) for assistance in choosing a new major.

Students in the DPD and Nutrition Science emphases who do not achieve the minimum Program GPA of 2.5 to progress to the next semester will be given one semester to improve the Program GPA to 2.5 as long as a course will not have to be repeated for a third time to achieve the minimum Program GPA. DPD and Nutrition Science students may not progress in the major if any program-specific course has been repeated more than once, regardless of the previous major. These students may elect to change emphasis areas to Community Nutrition or Nutrition and Food Systems Management. Students who do not wish to change emphasis areas within the degree will also be referred to Career Services ([Career Services](#)) for assistance in choosing a new major.

Access to Student Support Services and Tutoring

Students in Nutrition and Dietetics are encouraged to take advantage of tutoring services whenever the need arises in order to master course content and maintain grade requirements for specific emphasis areas. Table 2 below provides information on support services and tutoring services across university departments that are available to students. Additional information to help students succeed at Southern Miss may be found on the Student Success website: <http://www.usm.edu/success>. Or visit our Student Success Center in KIN 101 (phone: 601-266-5358). Students are encouraged to visit with course instructors/professors whenever clarity on a concept, assignment or exam is needed.

Table 2. University-wide support/tutoring services

Department	Course/ Service Focus	Location	Comments	Website	Tel	Email
Student Success at Southern Miss			Source of all academic help services (listed individually below) as well as other useful information to help students be successful at Southern Miss	https://www.usm.edu/success		
Student Support Services Program	Academic tutoring, computer lab access, laptop loan, and other academic support services	118 College Drive #5202 2 nd floor McLemore Hall	Provides 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	https://www.usm.edu/student-life/get-help	601-266-6910	

Dept of Biological Sciences – Learning Center	BSC 103, 107, 110 111, 250 251, & 380	Walker Science Building Room 145	Tutoring available for students enrolled in BSC listed course. Schedules will be posted on website and course schedules. Check with your instructor.	https://www.usm.edu/biological-sciences/student-resources	601-266-6374	
Dept of Chemistry and Biochem-Tutorial Center	CHE 100, 104, 106, 107, 251, 255, and 256	Walker Science Bldg 238.	Computers are available for chemistry students. There is not always an organic tutor (CHE 251, 255, 256) available, but they are identified on the schedule posted outside the door. Ask other students for help; don't wait for a tutor. Hours of operation are 9 am to 5 pm, Monday through Friday.	http://www.usm.edu/chemistry-biochemistry/tutorial-center	601-266-6854	
Dept of Foreign Languages	French 101-202	Liberal Arts Bldg. 110	Tutoring for first- and second-year courses; a schedule will be posted on website	https://www.usm.edu/foreign-languages-literatures/language-tutoring	601-266-4964	
Dept of History	HIS 101 and 102	History Lab	History Lab offers help with note-taking, study skills, exam preparation, and structuring exam answers. The Lab also assists with paper writing skills. Online students can use the History Lab services via SKYPE	https://www.usm.edu/history/history-lab-his-101102	601-266-4333	
Dept of Mathematics – Hattiesburg	MAT 101E, 102, 103, 128, 136, 137, 167, 168, 169, 210, 309, 310, & 314	Math Tutoring Center Southern Hall Rooms 205 and 318	Provides complementary tutoring for all introductory math courses, including algebra, trigonometry, and calculus.	http://www.usm.edu/math	601-266-4289	

Dept of Mathematics – Hattiesburg: Math Zone	MAT 099 & 101	The “Math Zone” building next to Power House Restaurant and across from the Cook Library	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	https://www.usm.edu/math/math-zone	601-266-5824	mathzone@usm.edu
Dept of Psychology	PSY 360 (statistics)	Owings-McQuagge Hall 134	A free, walk-in, peer tutoring center organized by the Psychology Dept. All of its undergraduate tutors have successfully completed PSY 360 and are trained to use their own experience to assist students in improving their class performance. See website for hours of operation.	https://www.usm.edu/psychology/statistics-tutoring-center	601-266-4177	
The Speaking and Writing Center- Gulf Coast	Speaking assignments/oral presentations; writing projects and assignments	Gulf Park Library Room 107	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. 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).	https://www.usm.edu/gulfcoast/learning-commons/resource-guides-speaking-and-writing-center	228-207-0150	speakingcenter@usm.edu coastwritingcenter@usm.edu

The Speaking Center-Hattiesburg	Speaking assignments/ oral presentations	Cook Library 117	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.	www.usm.edu/speakingcenter	601-266-4965	speakingcenter@usm.edu
The Writing Center-Hattiesburg	Writing projects and assignments	Cook Library Room 112	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).	www.usm.edu/writingcenter	601-266-4821	writing.center@usm.edu
University Libraries/ Cook Library Information Services - Hattiesburg	Library reference & research	Cook Library Information Services Desk on the first floor Services are provided in-person, by telephone, and via e-mail	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 http://www.lib.usm.edu/services/forms/consultation.html Services are available to all library users, including students, faculty, staff, and the public.	www.lib.usm.edu/askalibrarian/	601-266-4249	askus@lib.usm.edu

University Libraries/ Gulf Coast Libraries	Hands-On Computer Training	Information Services, First Floor, GC Library, Gulf Park Campus	Application Software- Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and SPSS. Class is offered on request.	http://www.lib.usm.edu/about_us/libraries_collections/usmgc_library.html	228-214-3457	saidul.hassan@usm.edu
University Libraries/ Gulf Coast Libraries	Library Reference & Research	Information Services, First Floor, GC Library, Gulf Park Campus	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 http://www.lib.usm.edu/services/forms/consultation.html Services are available to all library users, including students, faculty, staff, and the public.	www.lib.usm.edu/askalibrarian/	228-214-3451	askus@lib.usm.edu
Tutoring for a class not listed here		Tutoring Request	This form allows students to contact First Year Initiative staff for assistance in locating on-campus tutors for other courses.	Tutoring Request Form		

Graduation Requirements

The minimum number of credit hours required to complete the Nutrition and Dietetics Bachelor of Science degree in each emphasis is outlined in the Undergraduate Bulletin (<http://catalog.usm.edu/index.php?catoid=12>)

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. Undergraduate students will complete the application form by logging into [SOAR](#) and navigating to the Student Center. Select Application for Graduation in the drop-down list of options under Academics. The student completes the application. 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 requirements within 2 to 3 years after enrolling in NFS 420/420L.

Cost of the Program

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>. In table 3 below are the current estimates for one year for a full-time student enrolled in at least 12 hours of credit/semester. Some fees may not apply (e.g., Meal Plan if not living on campus). All fees are subject to change.

Table 3. Tuition & Fees

Item	Fee
Tuition (Full-time students/year)	
General tuition and fees	\$8,218
Out-of-state tuition and fees (Full-time students/year)	\$10,218
Housing Costs (Per year)	\$4,222-6,598
Meal Plan (Per year)	\$3,620-4,310
Lab Coat	\$25-50
Books and Supplies (Per year)	\$1,000-1,600
Lab Fees (Per semester)	\$40-160
Student Nutrition Society (SNS) Student Membership (Per year)	\$20
Academy of Nutrition and Dietetics (AND) Student Membership (Per year)	\$58

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 School of Kinesiology and Nutrition. Students majoring in the DPD emphasis may also be eligible for scholarships through the Academy of Nutrition and Dietetics Foundation (ANDF). In order to apply for any Nutrition scholarships, an application must be completed through the USM Foundation online application (<https://www.usmfoundation.com/s/1149/foundation/index.aspx?sid=1149&gid=1&pgid=924>). Notices are posted in the building and announcements made in classes concerning the scholarship deadline. Application forms for the ANDF scholarships may be obtained from the Academy of Nutrition and Dietetics (AND) website (www.eatright.org). Students may find information about a variety of other scholarships on the Student Success website at: <http://www.usm.edu/success/usm-foundation-scholarships>

Policies and Procedures

Field Experiences and Experiential Learning

Transportation

Transportation to and from experiential learning sites as well as field trips and classes away from campus throughout the course of the DPD 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 field experiences, public transportation is not always available. Each student is expected to have access to an automobile or other type of reliable transportation, along with appropriate insurance coverage. Neither the University nor any of its affiliated clinical/experiential learning facilities assumes responsibility for safe travel or cost to and from any experiential learning site or field trip.

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 facility.

Remember the 4 B-s: NO BELLY-BUTTONS, BREASTS, BUTTOCKS, OR BARE

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. Canvas shoes are not considered professional dress. All clothing should be neat, clean, and 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.

Injury or Illness during Field Experiences

Students are responsible for injury or illness that occurs while in experiential learning facilities. If a student is injured or becomes ill during a field experience, the student should inform the experiential learning supervisor/preceptor immediately. Neither the University nor any of its affiliated facilities assume responsibility for personal health of students. Additionally, the student should not expect that neither the facility nor the University is to assume any financial responsibility for treatment of the injury or illness.

Drug Testing and Criminal Background Checks

Students **may** undergo a drug screening and criminal background check prior to being placed in an experiential learning facility and may be removed from the site based on the results of the screening and/or check. Some facilities are required by law to do a criminal background check on each of their employees. Because of state law, in hospitals, students doing experiential learning must meet the same requirements as employees. Some students may be required to bear the expense of fingerprinting which will be used in a criminal background check. If a background check reveals a felony, the student will be removed from the facility immediately; efforts to place the student in a different facility will be at the discretion of the DPD program director.

Several of the facilities also require drug testing, including urinalysis, as a part of orientation to the facility, and may also reserve the right to require random drug testing. Any student failing to pass any drug testing **will be removed from the facility immediately and dismissed from the program**. In addition, if a student is suspected of drinking or under the influence of illegal substances prior to arriving at a facility or at the facility, the facility and/or the university reserves the right to test the student for alcohol or drug use. If substance abuse is found, **the student will be immediately removed from the facility and dismissed from the program**.

Using Students to Replace Employees in Field Experiences

The use of students to replace employees in an experiential learning facility is strictly prohibited by the Southern Miss Didactic Program in Dietetics. If the student feels that he/she is being used as a replacement employee, he/she must contact the DPD program director. It is the responsibility of the DPD program director to contact the experiential learning facility to investigate the allegation. If it is found that the student is being used as a replacement employee, the facility preceptor will be notified, and it will be requested that the activity cease immediately.

Student Compensation

Students are not paid compensation as part of the program. There may be times when students participate in fund raisers as part of a course (e.g. NFS 477 box lunches) to help support student travel to state and local conferences.

Grievance Procedures: Filing and Handling Complaints

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 Nutrition Program Director. In the event that the grievance is still not resolved to the student's satisfaction, the line of authority is the Director of the School of Kinesiology and Nutrition, the Dean of the College of Education and Human Sciences, 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 Director of the School Kinesiology and Nutrition. For contesting course final grades, refer to the current Southern Miss Undergraduate Bulletin for the Grade Review Policy for undergraduate classes.

Assessment of Prior Learning

Programs in Nutrition and Dietetics will adhere to the Transfer Credit Policy described in the Undergraduate Bulletin. As part of this policy, faculty advisors and the program director will assess if a specific course will transfer toward program requirements, utilizing course descriptions and/or course syllabi. Partial requirements of a course may be waived. It is ultimately the decision of the School in which the substituted course resides if a course will transfer and be accepted as part of the degree requirements. Students are ultimately responsible for providing documentation to support any transfer credits. No credit will be given toward program requirements for experiential learning.

Assessment of Student Learning

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 is provided in the course syllabus.

Retention and Remediation

Any student who falls below the required minimum Program GPA will have one semester to bring the Program GPA back up to the minimum required to remain in the program. Academic advisors monitor student's Program GPA each semester during advisement and will notify a student during advising if his/her Program GPA is in danger of falling below the minimum required. Each student will be made aware of support services available for specific classes where needed. At the end of the semester in which the student was identified as being in danger of dropping below the Program GPA, the academic advisor will check the Program GPA after final grades are available. Should the student's Program GPA fall below the minimum required, the advisor will notify the student of the probation status and request a meeting to plan any necessary revisions to the following semester's coursework. The student will also be notified by the DPD program director of the probation status.

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.

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 <https://www.usm.edu/registrar/withdrawal-policy>. 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/business-services>.

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 <https://www.usm.edu/registrar/calendars>.

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 <https://www.usm.edu/general-counsel/family-educational-rights-and-privacy-act-ferpa>.

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.

Academic Integrity Policy

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others' work)
2. Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members' involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of "XF" for the course, which will be on the student's transcript with the notation "Failure due to academic misconduct." For more details, please see the University's Academic Integrity Policy. Note that repeated acts of academic misconduct will lead to expulsion from the University.

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 'XF' 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 'XF' 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 School level at any time and may appeal following procedures described in the University Student Handbook.

Professional Attitudes and Values

Students enrolled as Nutrition and Dietetics majors are preparing for a variety of careers that all require development of professional attitudes and values in order to work successfully with other professionals and with the public. Professional attitudes and values are reflected by a number of behaviors that can be observed and assessed both by the student and the faculty. Students are expected to practice these behaviors when engaging in activities in the classroom, interacting with peers, faculty or guest speakers, or attending class-related activities outside the university. Instructors may elect to deduct points from an assignment for inappropriate behavior, absence or tardiness during a guest speaker, or inappropriate dress for labs or field trips. Point deductions will be specified in the syllabus for unprofessional behavior. Behaviors may include but are not limited to:

- 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
 - Electronic devices used only for class purposes (not personal communication or web surfing)
 - 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

Attendance Policy

Regular, on-time attendance in classes is an expectation of the School of Kinesiology and Nutrition. It is considered a reflection of professionalism and will be included in the junior and senior professionalism evaluations. Attendance may 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 Ombudsman Services (210 R.C. Cook Student Union). The student must submit a Request for Academic Notification with appropriate documentation online at: https://cm.maxient.com/reportingform.php?UnivofSouthernMiss&layout_id=8 for the absence. Excuses will not be accepted unless they are received from this office.

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/>

Student Professional Organization and Networking Opportunities

One of the goals of the Nutrition and Dietetics Program is to develop prepare students to contribute to their professions through leadership and service. Professional leadership starts by becoming involved in professional and service organizations and meeting others working in the field of nutrition and food systems management. There are several formal and informal opportunities for Nutrition and Dietetics students to develop their leadership and service skills.

Student Nutrition Society

Nutrition and Dietetics has a student organization whose objective is to promote an awareness of dietetics, health care, food and nutrition related issues, and to prepare members for their post-graduate endeavors. The organization offers opportunities for students to get involved in activities that promote

nutrition and health across the USM campus, provide service to community groups, and stimulate interest in nutrition and food systems professions.

Meetings are held at least monthly during fall and spring semesters. Officers are elected in the spring and usually serve for the next academic year. Officers and student members are advised by at least one faculty member regarding social and service events. See the tuition and fees section for the cost of membership dues.

Peer Mentoring Program

The Peer Mentor Program helps upper and lower classmen share in their experiences as a dietetics student. Mentors help mentees understand and navigate the dietetics program. A variety of social and educational events are planned so that mentors and mentees can meet, share, and have fun! Graduate assistants act as program coordinators and mentors to the upper classmen mentors. A faculty liaison oversees the program to ensure its success. During fall and spring semesters, the faculty liaison will be Ms. Teresa Cartwright. An announcement in NFS 465 will be made for mentors to apply; likewise, an announcement will be made in NFS 420 for mentees to apply.

Student Member of the Academy of Nutrition and Dietetics

AND is the largest professional organization of food and nutrition professionals with over 75,000 members world-wide. AND is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy. Members represent a wide range of practice areas and interests, but share the common purpose of serving the profession, the public, and other members (www.eatright.org). Students who join AND at the reduced student membership rate (see fee table above) can take advantage of the most up-to-date online student resources such as the, Journal of the Academy of Nutrition and Dietetics, the Evidence Analysis Library and the Electronic Nutrition Care Process and Terminology (eNCPT) manual (at a discounted price). Students who wish to apply for ANDF scholarships must be student members of AND. Students who are members of the Academy of Nutrition and Dietetics (AND) are automatically included in the Mississippi Academy of Nutrition and Dietetics MS-AND membership.

Mississippi Academy of Nutrition and Dietetics Annual Meeting

The Mississippi Academy of Nutrition and Dietetics (MS-AND) is a state affiliate of the Academy of Nutrition and Dietetics. The MS-AND mission is to provide scientifically-based information on nutrition and food that is sensible and practical. MS-AND members are trained to deliver nutrition information in a variety of settings and practice in every area of our state (www.eatrightmississippi.org).

Each year during spring semester, MS-AND holds its annual conference. The conference is generally a two-day event that provides continuing education and networking opportunities to its members and recognizes outstanding members and student members of the year. Undergraduate students in Nutrition and Dietetics are encouraged, but not required to attend the annual conference. Faculty may or may not dismiss class for attendance at MS-AND. Students who plan to attend the annual conference should discuss this with each faculty member whose class he/she may miss. Any student who is nominated for a MS-AND student award must be a member of AND.

Important Information for Students Majoring in the Didactic Program in Dietetics

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.

Program Goals and Graduate Outcomes*

Goal 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.

- 1.1. 80% of DPD graduates who have completed supervised practice programs will pass the RD exam on the first attempt.
- 1.2. 75% of DPD graduates will be rated as having outstanding or above average knowledge of nutrition and food systems, as evaluated by Dietetic Internship Directors.
- 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.
- 1.4. 75% of students completing the Didactic Program in Dietetics will apply for a dietetic internship within 12 months of graduation
- 1.5. 90% of graduates applying for a dietetic internship or graduate school will be accepted within 12 months of graduation.
- 1.6. Of DPD graduates responding to the graduate follow-up survey, 60% that do not pursue a dietetic internship or graduate school will be employed in a nutrition or food systems related area within 12 months of graduation.

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

Outcome Measures

- 2.1. 75% of seniors will assume at least one leadership role during their undergraduate program
- 2.2. 80% of seniors will participate in community service during their undergraduate program

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

Outcome Measures

- 3.1. 85% of students completing the DPD will be residents of Mississippi or the Southeast region of the United States
- 3.2. 75% of students who begin the DPD in their junior year will successfully complete the program and receive verification statements within 2 years and 1 semester (4 months) (150% of the time allotted for completion)
- 3.3. 20% of students completing the DPD will represent diversity within the profession (racial/ethnic minority or male)

**Program outcomes data are available upon request.*

Accreditation

The DPD at USM is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-5400.

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 Internship 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:

1. 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).
2. Complete an ACEND-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies.
3. Pass a national examination administered by the Commission on Dietetic Registration (CDR)

To maintain the RD credential, the practicing RD must:

1. Complete continuing professional educational requirements to maintain registration (75 hours every 5 years)
2. 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.

DPD Admission Requirements and Curriculum

Specific paper application to the DPD emphasis is not required. However, the following criteria must be met to enroll in the DPD emphasis area:

- Students who declare the DPD emphasis as an incoming freshman, must have a grade of B or better in NFS 362 and minimum Program GPA (DEG 01 and DEG 02 courses) of 2.5 by the end of the sophomore year.
- Students transferring to the DPD emphasis from a community college or another major must have a grade of B or better in NFS 362 and a minimum Program GPA (DEG 01 and DEG 02 courses) of 2.5 prior to enrolling in DPD designated professional courses.
- No course may be repeated more than once regardless of the previous major or where the course was taken.

Verification Statements

- **Degree-seeking students:**
 - 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 of Completion form 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 and should be retained for future use by the student.

- **Non-degree seeking students who wish to fulfill DPD requirements to receive a verification statement:**

- 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 ACEND course requirements at Southern Miss (see Table 2 below).
 - Meet all other requirements set forth for receiving a degree and verification statement

- **International students:**

- International students with a prior bachelor's degree wishing to fulfill DPD requirements 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 Table 4 below)
 - Meet all other requirements set forth for receiving a degree and verification statement

Table 4. Courses required for receipt of a verification statement:

*PSY 110 <i>General Psychology</i>	MLS 201 <i>Medical Terminology</i>	NFS 455 <i>Nutrition & Weight Control</i>
SOC 101 <i>General Sociology</i> OR ANT 101 <i>Anthropology</i>	NFS 272/272L <i>Food Prep + Lab</i>	NFS 465 <i>Seminar</i>
CHE 106/106L <i>General Chem + Lab</i>	NFS 330/330L <i>Communication Nutr + Lab</i>	NFS 463 <i>Community Nutrition</i>
CHE 251/251L <i>Organic Chem + Lab</i>	NFS 362 <i>Nutrition</i>	NFS 475 <i>Food Prod Mgt I</i>
CHE 420 <i>Biochemistry</i>	NFS 365 <i>Nutrition: Prac & Res</i>	NFS 476/476L <i>Food Prod Mgt 2 + Lab</i>
BIO 250/250 L <i>A&P I</i>	NFS 385 <i>MNT I</i>	NFS 477/477L <i>Administrative Dietetics + Lab</i>
BIO 251/251L <i>A&P II</i>	NFS 410 <i>Macronutrient Metab</i>	NFS 480 <i>Current Issues</i>
BSC 381 <i>Microbiology</i>	NFS 411 <i>Micronutrient Metab</i>	NFS 485/485L <i>MNT II + Lab</i>
ACC 200 <i>Accounting</i>	NFS 420/420L <i>Life Cycle Nutrition + Lab</i>	NFS 486/486L <i>MNT III + Lab</i>

MGT 300 <i>Management</i>	NFS 430/430L <i>Experimental Foods</i>	
DPH 440 or PSY 360 <i>Statistics</i>	NFS 445 <i>Financial Management</i>	

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

Assessment of Student Progress

Information on grading, progressing in coursework and remediation procedures, graduation requirements, cost of the program and assessment of prior learning for the DPD emphasis are provided on pages 6-11. Students in the DPD emphasis who do not meet program requirements for progressing have the option of changing to one of the other emphasis areas to complete degree requirements as long as the requirements for progressing in that emphasis area are met (see pages 6-7)

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 Nutrition and Dietetics 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 Nutrition and Dietetics 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.

Grievance Procedures: Filing and Handling Complaints

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 Nutrition Program Director. In the event that the grievance is still not resolved to the student's satisfaction, the line of authority is the Director of the School of Kinesiology and Nutrition, the Dean of the College of Education and Human Sciences, 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 Director of the School Kinesiology and Nutrition. For contesting course final grades, refer to the current Southern Miss Undergraduate Bulletin for the Grade Review Policy for undergraduate classes.

Submitting Written Complaints to ACEND

For those in the **Didactic Program in Dietetics** emphasis, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a DPD program’s compliance with the accreditation standards after all other means to resolve an issue have been exhausted. ACEND 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 ACEND, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 or by calling (312) 899-5400.

Other Tips

How to Succeed in College

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:

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

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:
 1. Be sure to show your work clearly. By doing so, both you and your instructor can follow the process you used to obtain an answer.
 2. 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.
 3. 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."
 1. Pay attention to details that will make your assignments look good. For example:
 2. Use standard-sized white paper with clean edges (e.g., do not tear paper out of notebooks because it will have ragged edges).
 3. Staple all pages together; don't use paper clips or folded corners because they tend to get caught with other students' papers.
 4. Use a ruler to make straight lines in sketches or graphs.
 5. 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.

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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. A teacher who is overly friendly is crossing the line himself or herself, and is luring you into another area of behavior that can be devastating for both of you.
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 led 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 lax 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)