DIDACTIC PROGRAM
IN DIETETICS
Student Handbook
2021 - 2022

Montana State University
Department of Health and Human Development
Food and Nutrition
## MSU Didactic Program in Dietetics (DPD)
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Welcome

Welcome to the Didactic Program in Dietetics (DPD) in the Department of Health and Human Development (HHD) at Montana State University (MSU). Dietetics is one of two options offered in the Food and Nutrition BS Degree Program; the other option is Nutrition Science. Declaring Food and Nutrition: Dietetics Option as a major will enroll you in the MSU Didactic Program in Dietetics (DPD). Other food related majors include the Sustainable Food and Bioenergy Systems major or the Hospitality Management major.

The DPD at MSU is currently granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Students completing the DPD will be eligible to apply to ACEND-accredited supervised practice programs (dietetic internships). This handbook includes information about the DPD and the dietetics profession.

Students are encouraged to utilize all resources available to dietetics majors at MSU including this handbook and student support services. At Montana State University, dietetic students are part of our Bobcat Family and we will do everything possible to help them be successful.

Sincerely,
Melody Anacker, MS, RD, LN
Assistant Teaching Professor and DPD Program Director

Section A: MSU Didactic Program in Dietetics

This handbook is provided to help answer questions about the MSU DPD. It will explain how the DPD program is involved in the preparation for becoming a Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN). The information will assist in planning a course schedule and in preparing for graduation and post-graduation goals.

Accreditation Status

The MSU DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (Academy), 120 Riverside Plaza, Suite 2190, Chicago, IL 60606. 312-899-5400. Accreditation by ACEND ensures that graduates of the DPD are eligible to apply to ACEND accredited Dietetic Internships.

What is a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN)?

A Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN) is an individual who has completed the following requirements:

* Minimum of a bachelor’s degree from a US regionally accredited institution
  
  In 2024 the requirement to become an RDN will include a MS degree instead of a BS degree.
* Academic requirements from an ACEND-accredited DPD
* A Dietetic Internship from an ACEND-accredited program
* Successfully passed the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy
* Maintained continuing professional education requirements.
What is a Licensed Dietitian/Nutritionist?

Some states require that dietitians be licensed by a State Licensing Board to be qualified to practice dietetics in that state. In many states the requirements for licensure are similar to those for dietetic registration. RDs in Montana apply to the Board of Medical Examiners (BOME) to become a Licensed Nutritionist (LN). For more information, access the BOME website: http://boards.bsd.dli.mt.gov/med.

Where do RD/RDNs work and what are their average salaries?

Registered Dietitians are employed a wide variety of clinical, food service and community settings.

Examples of Career opportunities for RD/RDNs include:
• Clinical Dietitian/Nutritionist (in a health care setting, including acute and long term care and facilities specializing in rehabilitation and eating disorders)
• Public Health or Community Nutritionist
• Consultant Dietitian in Private Practice
• Sports Dietitian
• Nutrition Specialist (for food industries)
• Restaurant Manager
• Supermarkets
• Food Service Director
• Pharmaceutical/Medical Sales Representative
• Corporate Wellness
• Public Policy Development
• Non-profit Advocacy Groups/Organizations
• National and International Health Organizations
• Research

Registered Dietitian/Registered Dietitian Nutritionist Salaries:

Salaries vary based on the type of position, geographic location, and supply of RDNs. The national average hourly wage is $33.65 per hour and $70,000 per annum according to the 2021 Compensation and Benefits Survey of the Dietetics Profession compiled by the Academy of Nutrition and Dietetics.

Mission Statement of the MSU Didactic Program in Nutrition and Dietetics (DPD)

The mission of the Montana State University Didactic Program is to produce students prepared for supervised practice leading to eligibility for the credentialing exam to become highly qualified registered dietitians who serve their clients in diverse practice settings in the State of Montana and the nation. The program prepares graduates who are committed to make professional contributions, provide leadership and service to communities.

Program Goals & Objectives of the MSU DPD

Goal #1- Program graduates will be prepared to succeed in accredited dietetic supervised practice programs and/or graduate programs and employment in nutrition and dietetic related fields.
Objective 1: At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).

Objective 2: 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 3: 70% of program graduates are admitted to a supervised practice program within 12 months of graduation.

Objective 4: The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 5: 80% of program graduates accepted into a dietetic internship will rate how well-prepared they were for supervised practice at least a 3 on a scale of 1-4.

Objective 6: 80% of program graduates accepted into graduate school will rate how well prepared they were for graduate school at least a 3 on a scale of 1 to 4.

Objective 7: 80% of the supervised practice directors (preceptors) or graduate program major professors will rate preparedness of MSU Dietetics Program graduates for a supervised practice and/or graduate school at least a 3 on a scale of 1 to 4.

Objective 8: 80% of program graduates who were not accepted (or did not apply) to an internship or graduate school will rate how well-prepared they were for employment in nutrition or dietetics related field at least a 3 on a scale of 1-4.

Goal #2 – Program graduates will be committed to professional involvement, leadership and service to communities.

Objective 1: 80% of senior level students at their exit interview will report being involved in one or more community service activities independently or as part of the student dietetic association during their academic career at MSU.

Objective 2: 80% of graduates responding to the Alumni survey will report being involved in their communities and professional organizations.

*Program Outcomes data are available upon request from the Didactic Program Director.

ACEND Core Knowledge Requirements for Dietetics (KRDN)

The Core Knowledge Requirements for Dietetics were established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in the 2017 Accreditation Standards for Didactic Programs in Dietetics. These core knowledge requirements have been used to develop the MSU dietetic student learning objectives that assist in measuring student progress in the dietetics curriculum. See Appendix A of the handbook for a complete listing.
Curriculum for the MSU DPD

The curriculum for the MSU DPD program (Food and Nutrition Major: Dietetics Option) can be found in the 2021-2022 Suggested Four Year plan for the BS in Food and Nutrition (Dietetics option) in Appendix B of the handbook. The DPD program requires 120 credits to obtain a baccalaureate degree from Montana State University and follows the same graduation requirements as the University. In addition to the required DPD courses, additional core courses are needed to fulfill the University Core 2.0. See http://www.montana.edu/core2/ for more information about MSU’s core classes.

How Do I Apply to MSU and become a Food and Nutrition major?

The admissions criteria for the dietetics program at Montana State University are the same as for any student applying to Montana State University. On the MSU home page, select “Undergraduate” under the Admissions heading for complete information on admission requirements including financial matters, how to set up a campus visit and a variety of facts about MSU and Bozeman.

To complete an application, select “Admission Requirements” and fill in the information listed. On the form, identify Food and Nutrition as the major and Dietetics as the option. Acceptance to MSU is provided by a letter that contains information on orientation and advising. New freshmen attend one of several orientation sessions in the summer before they are to start school. Transfer students are given information to contact the program director to set up an appointment to review previous classes and set up a tentative schedule.

What are the costs of the MSU DPD Program?

Average tuition for full time students varies each academic year. Tuition rates and estimated expenses for books and housing are listed for both Montana residents and out-of-state students at: http://catalog.montana.edu/expenses/. A summary of the Montana University System Residency policy can be found at http://www.montana.edu/registrar/Residency.php. Additional costs for the DPD may include:

- Nutrition classes with labs require additional fees per semester (NUTR 227, NUTR 301, NUTR 395, NUTR 401, NUTR 422, NUTR 426 and SFBS 445R (summer only)) $475-$535
- Academy of Nutrition and Dietetics Membership is recommended. ($58.00 for students)

Financial Aid- information and applications are available from the Office of Student Financial Aid Services located in the Student Union Building at MSU-Bozeman or on the MSU website at http://www.montana.edu/wwwfa/. The MSU Financial Aid Office telephone number is (406) 994-2845.

MSU Policies

MSU Withdrawal and Refund of tuition and fees Policy

Drop/Add- Students dropping courses during the first fifteen class days are currently given a partial refund for those courses (see below). Fees for courses dropped after the fifteenth-class day will not be refunded. The drop refund policy is subject to change.

The health, dental, and athletic activity fees will not be refunded to students dropping to a credit load of less than seven credits if services have been provided.

University Withdrawal- Fees except those listed below will be refunded based upon the following schedule, unless otherwise required by the Higher Education Act of 1965 as amended. The Office of
Student Success records will establish the date used for refunding. Refunds will not be granted for withdrawals after the completion of the term.

Non-refundable fees are registration fee, ID fee, orientation fee, late fee, tuition payment plan fees, social fees, foreign student fee, dorm deposit, new student fee, and transfer student fee.

If health and/or dental services have been provided, NO refunds of those fees will be given.

If health and/or dental services have NOT been provided, the refund amount will be based upon the following schedule:

<table>
<thead>
<tr>
<th>Days of Instruction</th>
<th>Percent Refunded</th>
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<tbody>
<tr>
<td>Registration Day</td>
<td>100</td>
</tr>
<tr>
<td>1-5</td>
<td>90</td>
</tr>
<tr>
<td>6-10</td>
<td>75</td>
</tr>
<tr>
<td>11-15</td>
<td>50</td>
</tr>
<tr>
<td>16-on</td>
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2021-2022 MSU Scheduling and Program Calendar
http://catalog.montana.edu/academiccalendar/

Fall 2021

<table>
<thead>
<tr>
<th>Classes Begin</th>
<th>Aug 25 (Wednesday)</th>
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<tr>
<td>Labor Day Holiday</td>
<td>Sept 6</td>
</tr>
<tr>
<td>Veterans' Day Holiday</td>
<td>Nov 11</td>
</tr>
<tr>
<td>Fall Academic Recess</td>
<td>Nov 22-26 (Thur-Fri Offices closed)</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Dec 16 (Thursday)</td>
</tr>
<tr>
<td>Commencement</td>
<td>Dec 17 (Friday)</td>
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</tbody>
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Spring 2022

<table>
<thead>
<tr>
<th>Classes Begin</th>
<th>Jan 19 (Wednesday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents Day</td>
<td>Feb 21</td>
</tr>
<tr>
<td>Spring Academic Recess</td>
<td>Mar 14-18</td>
</tr>
<tr>
<td>University Day</td>
<td>April 15</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>May 12 (Thursday)</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 13 (Friday)</td>
</tr>
</tbody>
</table>

Summer 2022

| Classes Begin | May 16 Monday |
Memorial Day Holiday | May 31
---|---
First 6 Week | May 16
May 4x4 Start Begins | May 16
June 4x4 Start Begins | June 13
Second 6 Week | June 20
July 4x4 Start Begins | July 11

**Class Schedules & Registering for Classes**

Information related to the availability of classes, setting up a class schedule and registering for courses can be found here. [https://www.montana.edu/online/apply-register/register.html](https://www.montana.edu/online/apply-register/register.html)

**Protection of privacy of student information and access to personal files (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. [https://www.montana.edu/registrar/ferpa/](https://www.montana.edu/registrar/ferpa/)

FERPA protects the privacy of all education records, in any medium, maintained by Montana State University. Although the law was written in 1974, its coverage is not limited to paper copies. All student education records, including records about students contained in computer databases, are protected. Additionally, Montana law protects students’ right to privacy and is considered more restrictive in its approach to the release of dependent student information to parents.

Generally, only directory information may be released to third parties, including parents of dependent or independent students without the student’s written consent.

**DPD Policies**

**DPD Student Complaint Policy**

If a MSU Food and Nutrition major, dietetics option has a complaint related to the program accreditation standards the following steps should be taken in the order given:

1) Student should contact the Program Director and meet to discuss the complaint about the program accreditation standard(s). If not resolved;

2) Student should contact the Health and Human Development Department Head and meet to discuss the complaint about the program accreditation standard(s). If not resolved;

3) Student should contact the Dean of the College of Education, Health and Human Development and meet to discuss the complaint about the program accreditation standard(s). If not resolved;

4) Student should contact the Provost of Montana State University and meet to discuss the complaint about the program accreditation standard(s). If not resolved;

5) If a student has followed the proper procedure at the University level and still believes that the matter has not been proper handled, the student has the right to file a written complaint about the program accreditation standard(s) with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606. 312/899-5400.
Verification Statement Policy

A Verification Statement confirms that all Didactic Program in Dietetics requirements have been completed and the student is eligible to apply to an ACEND accredited Dietetic Internship.

To earn a Verification Statement from MSU, a student must have completed a minimum of 30 credits at Montana State University and satisfactorily completed all of the required coursework for the DPD (Food and Nutrition Major-dietetics option).

In addition, the following DPD courses must be taken at MSU:

- NUTR 401: Nutrition Assessment & Counseling (3 credits)
- NUTR 421/422: Macronutrient Metabolism (3 credits)/Micronutrient Metabolism (3 credits)
- NUTR 425/426: Medical Nutrition Therapy I (3 credits)/ Medical Nutrition Therapy II (3 credits)
- NUTR 494: Seminar (1 credit)
- NUTR 499: Capstone for Dietetics (1 credit)
- SFBS 451R: Sustainable Food Systems (3 credits) or SFBS 445 Culinary Marketing: From Farm to Table (3 credits)

Once all of the DPD course requirements are completed and the Registrar has cleared the student for graduation, the DPD Director will issue six originals of the Verification Statement. Suggested uses for the Verification Statements:

- To include in a permanent file
- To submit with the Academy of Nutrition and Dietetics membership application
- To submit to a Dietetic Internship Program once accepted into a dietetic internship.
- To submit with application for state licensure/certification

Verification Statement Policy for Post Baccalaureate Students

If you already have a bachelor’s degree in another field, you must have your college transcript(s) evaluated by the DPD Director to determine the additional classes that are needed to be satisfactorily completed to obtain a Verification Statement. Certain courses must be taken at Montana State University to obtain a Verification Statement from MSU. (See the Verification Policy above). Declaring a second degree in Food and Nutrition (dietetics option) while completing the remaining DPD classes allows you to be eligible for financial aid.

Post baccalaureate students wishing to pursue a master’s Degree while completing DPD requirements to earn a Verification Statement must first apply and be admitted to the Graduate Program in Nutrition and Exercise Science or to an MSU graduate program in a related area. College transcript(s) must be evaluated by the DPD Director to determine the additional classes that are needed to be satisfactorily completed to obtain a Verification Statement. (See Verification policy above) Often an additional semester or two are needed to complete both graduate requirements and DPD requirements.

Assessment of prior learning Policy.

Prior coursework for transfer students must be submitted to Montana State University and the DPD Director for review. A prospective student will be notified of courses that will transfer and be provided with a plan of coursework required to complete the MSU DPD. The DPD at Montana State University does not accept prior work or volunteer experience In lieu of coursework.
Standard of Work Policy

All MSU DPD students must receive a grade of “C” or better in all courses required for the DPD. A student who receives below a “C” in a required course must repeat the course and obtain a “C” or better to progress.

Student Progress Policy:

Dietetics students must progress with a “C” or better in all the required classes in the MSU DPD curriculum (See Appendix B). If a student is experiencing difficulty progressing in the dietetics curriculum, the Program Director will meet with the student to discuss available MSU resources and services (see Office of Student Success Office of Dean of Students and Office of Financial Aid Education below) that may be helpful and the student’s potential for success in the dietetics field.

Code of Integrity

The Code of Integrity outlines the expectations for professional behavior in the following areas: Self-Presentation, Original Work, Attendance and Class Conduct, Time Management, Emergencies, Recommendations, and Feedback/Evaluation: A copy of the MSU Food and Nutrition Code of Integrity is in Appendix C of the handbook.

Student Support Services

Office of Student Success   www.montana.edu/success

Students who visit the office learn to take an active role in owning and directing their education and future. The Office of Student Success is located at 177 Strand Union Building and can be reached by calling 406.994.ROAR (7627), or by emailing success@montana.edu.

Student Success Advisors - Student Success Advisors are expert learning strategists who meet one-on-one with students to teach them the tools they can use to improve their academic performance. Topics covered in meetings include:

- guidance on how to become organized
- time management
- how to improve grades
- how to prioritize and meet deadlines
- other areas that help keep students on the path to graduation

Student Early Alert System

When faculty members are concerned about an individual student’s classroom performance, attendance, or course progress, they can submit the student’s name to this office through the Early Alert System. The Office of Student Success personally connects each referred student with their Student Success Advisor who will provide each student with tools to improve their performance and help them formulate a success plan for the remainder of the semester.
SmartyCats Tutoring [www.msusmartycats.com](http://www.msusmartycats.com).

The Office of Student Success offers one-on-one and small-group tutoring to MSU students through the SmartyCats Tutoring Program for numerous courses including Chemistry, Statistics, and Anatomy & Physiology. SmartyCats Tutors are an invaluable resource for students who need extra help in passing courses required for their programs and career goals. SmartyCats Tutors help students clarify points from lectures, labs, discussions, and assigned readings. Drop-in tutoring sessions for key courses are also available at convenient campus locations throughout the semester and prior to finals. To learn about the tutoring program, please visit [www.msusmartycats.com](http://www.msusmartycats.com).

Office of the Dean of Students [www.montana.edu/wwwds](http://www.montana.edu/wwwds)

The Dean of Students office acts as an advocate for students, consults and works with individual students and student groups, and works with other campus offices in creating a sense of community at MSU. The Office of the Dean of Students is located in Student Union Building (SUB) room 174. Call 406-994-2826 for more information.

Assistance is available on a “drop-in” basis or by appointment. Services offered by the office include:

- Consulting with students to help mitigate conflicts on campus
- Supporting MSU’s fraternities and sororities
- Supporting MSU’s parent and family relationship program
- Coordinating conduct hearings
- Providing general information or assistance
- Administering and interpreting the Student Conduct Code

Office of Financial Education [www.montana.edu/financialeducation](http://www.montana.edu/financialeducation)

The Office of Financial Education provides education and support for students to ensure that they can manage debt and develop sound budgeting skills. They are committed to aiding and educating students to ensure that they understand and develop solid financial habits and empower them to make financially sound decisions. They offer students opportunities to improve their financial management skills through: one-on-one financial coaching, workshops and events, and informative resources.

Swingle Student Health Center

The Swingle Student Health Center is located at the east end of the Strand Union Building. The Student Health Service provides a wide range of out-patient medical care services for MSU students and spouses. All MSU students who carry seven or more credits are charged the health fee each semester and are eligible for care at the Student Health Service. Students carrying fewer than seven credits and non-student spouses may also receive care at the Student Health Service if they pay the health fee. For more information call 406-994-2311.

Office of Health Advancement [http://www.montana.edu/oha/](http://www.montana.edu/oha/)

The Office of Health Advancement provides prevention and education services to students, including nutrition services.

The VOICE Center [www.montana.edu/voice](http://www.montana.edu/voice)

This program is part of MSU Health Promotion with the goal of providing free confidential support, advocacy, and referral services to survivors of rape, sexual assault, relationship violence, and stalking. Trained student advocates and professional staff work with faculty, other campus professionals, and the Bozeman community to provide campus-wide advocacy and education. Services include walk-in hours as
well as a 24-hour crisis line. Students of any age or gender are invited to stop in or call for information: 406-994-7069.

Counseling and Psychological Services  [www.montana.edu/wwwcc](http://www.montana.edu/wwwcc)

Counseling & Psychological Service (CPS) provides free, confidential counseling to eligible MSU students. CPS sees students for a variety of concerns, including adjustment difficulties, academic struggles, depression, anxiety, relationships, substance use, eating disorders, current/past trauma or abuse, problematic behaviors, identity concerns or sexual health/sexuality issues and couples/relationship counseling.

CPS is staffed by licensed psychologists and counselors, as well as advanced graduate students. On campus for over 20 years, the agency is accredited by the International Association of Counseling Centers and the training program is accredited by the American Psychological Association. For more information, see their website at [www.montana.edu/wwwcc](http://www.montana.edu/wwwcc).

Career, Internship & Student Employment Services  [www.montana.edu/careers](http://www.montana.edu/careers)

The Career, Internship, & Student Employment Services (CISES), located in the lower level of the Strand Union Building (177 SUB), offers a full range of career planning and employment services to students, alumni, the campus community, and employers. A primary goal of the office is to help students identify purposeful and fulfilling career paths and to gain experience and career skills which will clarify goals and facilitate entry into the job market. Students concerned about choice of major or career, have questions on career options, need job searching, or have graduate school questions should visit the office. To learn more about CISES, visit [www.montana.edu/careers](http://www.montana.edu/careers) or call 406-994-4353.

Office of Disability Services  [www.montana.edu/wwwres/disability](http://www.montana.edu/wwwres/disability)

The Office of Disability Services determine eligibility for specific disability accommodations, assure the provision of approved accommodations, and provide direction, advice, and referral services for persons with verified disabilities. Students seeking accommodations for a disability must request services through [https://www.montana.edu/disabilityservices/student.html](https://www.montana.edu/disabilityservices/student.html).

Testing Services  [https://www.montana.edu/testing/](https://www.montana.edu/testing/)

The Testing Service coordinates the scheduling and administration of national testing programs such as the College-Level Examination Program (CLEP), the ACT, the Proficiency Examination Program (PEP), the General Educational Development Program (GED), and the Graduate Record Examination (GRE). The Testing Service proctors exams for professors and resource students with disabilities who qualify for special test considerations. Contact Testing Services at (406) 994-6984.

Return to Learn  [http://www.montana.edu/aycss/return2learn/](http://www.montana.edu/aycss/return2learn/)

Assists students who are interested in coming back to MSU after taking a break in their studies.

The Veteran Support Center  [https://www.montana.edu/veteran/](https://www.montana.edu/veteran/)

The Veteran Support Center provides service and assistance for veterans, dependents, and members of the guard and selected reserve who receive educational benefits from the U.S. Department of Veterans Affairs (DVA). The Veteran Support Center is located in 185 Strand Union Building. Students may also contact the office by phone (406) 994-3661; TTY: (406) 994-6701; Fax: (406) 994-3355 or by email vets@montana.edu

Diversity and Inclusion Student Commons (DISC)  [https://www.montana.edu/studentdiversity/](https://www.montana.edu/studentdiversity/)

The Commons is a place - physical or intellectual - where culture, space, and community converge. The name: Student Commons reflects MSU's commitment to inclusion, aligns with the diversity and inclusion framework, and represents the collective and collaborative way the university addresses inclusion. The Diversity and Inclusion Student Commons promotes inclusion and understanding of difference, supports
students from underrepresented identity groups, and encourages critical thinking about diversity topics. Located at 286 and 368 Strand Union Building.

**Women’s Center** [www.montana.edu/wwwwomen](http://www.montana.edu/wwwwomen)

The Women's Center works with students, faculty, staff and community members to create an equitable environment through educational programs and support services. A department in the division of Student Success, the Women's Center encourages student engagement and expression, community involvement, critical thinking, and an exchange of ideas to enhance the classroom experience and move forward a dialogue surrounding gender constructs, identity and equality.

**Strand Union (SUB)** [www.montana.edu/sub](http://www.montana.edu/sub)

The Strand Union Building (SUB) is the center of campus activity at MSU. Focused on serving the needs of students, faculty, staff and guests to the university, the SUB offers two student managed, student staffed service centers: the Ask Us Desk and the Rec Center. The Ask Us Desk is the information center for the building, connecting people to campus information, handling lost and found, stamps sales. Visit [www.montana.edu/askus](http://www.montana.edu/askus) for MSU events and schedules, and other information.

**University IT Services** [https://www.montana.edu/uit/](https://www.montana.edu/uit/)

Walk in appointments are available. Students can call or email to generate a ticket and a Service Desk Analyst will determine if in-person assistance is needed.

**University Printing Services** [https://www.montana.edu/printshop/](https://www.montana.edu/printshop/)

Located in the basement of Culbertson Hall, University Printing Services provides copying and a large variety of specialized printing services for all university departments, faculty, staff, students, and university organizations.

**Campus Post Office** [www.montana.edu/wwwmail](http://www.montana.edu/wwwmail)

A full-service post office is located in Culbertson Hall on Harrison Street. All services are available Monday through Friday from 8:30 a.m. to 4:00 p.m. Stamp sales and a letter drop-off are available at the Ask-Us desk in Strand Union.

**What scholarships are available to dietetics students?**

Scholarship opportunities are available to students enrolled in the MSU College of Education, Health and Human Development. The online application for HHD majors (including Food and Nutrition majors) is available at: [www.montana.edu/ehhd/html/scholarshipinfo.html](http://www.montana.edu/ehhd/html/scholarshipinfo.html). Specific criteria for each scholarship are listed to help determine which scholarships to apply for.

Scholarships are available through the Academy of Nutrition and Dietetics Foundation for Academy student members who will be juniors or seniors in the dietetics program. For information about scholarships and eligibility, please see the Academy Foundation website [http://www.eatright.org/foundation/](http://www.eatright.org/foundation/)

Scholarships are available for students interested in Food Systems Management who have completed 750 hours of industry related work experience. For information about scholarships and eligibility, please see the Educational Foundation of National Restaurant Association [http://www.nraef.org/scholarships/](http://www.nraef.org/scholarships/).
After earning a BS degree in Food and Nutrition (Dietetics Option) from MSU, will I be a Registered Dietitian Nutritionist (RDN)?

No! Satisfactory completion of these 3 steps is required to obtain the RD credential.

1. Satisfactory completion of a DPD is only the first step required to become a Registered Dietitian Nutritionist (RDN).
   - In 2024, a master's degree will be required to become a Registered Dietitian Nutritionist. Undergraduate students entering the Dietetic Option in the Fall of 2021 (or later) be applying to a combined MS and DI program, upon completion of the BS degree in Food and Nutrition.

2. The second step is the completion of an ACEND-accredited Dietetic Internship. Eligibility for the internship includes the completion of the DPD, and a minimum of a bachelor's degree. Receiving an appointment to a dietetic internship is very competitive, and completion of the MSU DPD does not guarantee placement in a dietetic internship. In April of 2021, 66% of students participating in the computer match nationally were placed into a dietetic internship. In April of 2021 MSU DPD students had a 95% placement rate for acceptance into an internship or a graduate program with an internship.

3. The third and final step to becoming an RD/RDN is successful completion of the National Registration Examination for Dietitians. There are many study guides and programs available to help applicants prepare for success in this final step.

Section B: Dietetic Internship

Early Preparation to Become a Competitive Applicant for a Dietetic Internship

Begin preparing early to make yourself a competitive applicant for selection to a Dietetic Internship program. Achieving the following goals are critically important:

- GPA ≥ 3.0 (To be competitive, your GPA should be at least 3.4 - 3.5)
- Evidence of leadership and professional commitment, e.g., student membership in the Academy is highly recommended. In addition, the Montana Student Dietetic Association offers many leadership and volunteer activities.
- Good communication skills—evidence by portfolio writing samples, resume and personal statement.
- Work experience examples: work experience in hospitals, long term care facilities, university food service or any other experience in a food, nutrition and/or dietetic related area.
- Volunteer experience examples: Food Bank, Senior Center, Head Start, TEAM Nutrition, WIC program or any other volunteer experience in a food, nutrition and/or dietetic related area.
- Positive reference letters—usually at least two should come from DPD faculty, while a third could come from a supervisor of paid or volunteer work.

Where can I obtain information about dietetic internship programs?

During your sophomore and junior years start thinking about where you might apply to allow time to investigate and determine the dietetic internships programs that best fit your interests, abilities and budget.
The Academy of Nutrition and Dietetics (Academy) provides the most up-to-date information about internship programs. Access the Academy’s website: [https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory](https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory) to obtain a listing of all of the accredited programs, and the cost, length of internship, internship director, and area of specialization of each program. A direct link is available to each individual program’s website which provides detailed information about the dietetic internship.

Once you have selected the dietetic program(s) to which you would like to apply, you should **visit each program’s website** to find out the requirements for applying.

### How do I apply for a dietetic internship program?

The Academy has developed an online application process for dietetic internships. This system, the Dietetic Internship Centralized Application System (DICAS), allows applicants to submit all of their application materials online and allows internships to access the information from DICAS. A $45.00 fee is required for the first internship application and $20.00 for each additional application. DICAS can be accessed at [https://portal.dicas.org/](https://portal.dicas.org/). Since not all programs may be using the online application, it is essential to check the individual program’s website to determine the method of application. Information about any application fees can also be found at each program’s website.

### How much does enrollment in a dietetic internship program cost?

Costs vary widely; check each program’s required expenses. Most accredited dietetic internships associated with regionally accredited university graduate programs qualify for government-sponsored loan programs. Check the individual internship program’s website to determine if financial aid is available for that program. There are independent internship programs that are not eligible for financial aid.

**Montana Dietetic Internship & MS Program.**

In 2014, MDI was given full accreditation by ACEND. The 2021-2022 program cost for this combined MS and internship two-year program is **$24,213** Resident and **$28,070** (Non-Resident) and additional living expenses and transportation costs need to be considered. For specific details about MDI, go to [http://www.montana.edu/hhd/nondegree/mdi/index.html](http://www.montana.edu/hhd/nondegree/mdi/index.html). Students who graduate from the MSU Didactic Program in Dietetics are eligible to apply early to the MDI & MS program through a pre-select process.

**Computer Matching for Dietetic Internships**

Most dietetic internship programs participate in computer matching with D&D Digital Systems. In this process applicants rank order the dietetic internships to which they are applying, and then the dietetic internship programs rank order the applicants who apply to their programs. Applicants must prioritize their choices of dietetic internships for computer matching and pay a $55.00 fee to D&D Digital Systems by the required deadline. Applicants can complete both of these tasks at the D&D Digital Systems website: [http://www.dnddigital.com/](http://www.dnddigital.com/).

- The deadline for a Spring Match occurs in February and for a Fall Match in September (on the same dates that DICAS internship applications are due).
- Please note, the D&D Digital Systems matching is **totally separate** from the DICAS system and needs to be completed in addition to the DICAS application.
• Do not prioritize any dietetic internship on your D&D Digital Systems account that you would not accept.
• D & D Digital is not required for the early preselect application to MDI & MS but would be required for non-preselect positions.

Notification of Appointment to a Dietetic Internship

Once the matching process has been completed, each applicant is notified on a specific day at the D&D Digital Systems website (http://www.dnddigital.com/AND/index.html) regarding the outcome of an appointment to a dietetic internship.

• Applicants who were selected and receive a match need to accept the match directly with the dietetic internship program that selected them.
• Applicants who were not matched (appointed) in the first round of applications are then given the opportunity to contact Dietetic Internships with unmatched openings. The list of unmatched openings is posted at the D&D Digital Systems website. In DICAS Second Round is known as Clearing House. Your DICAS application may be submitted electronically to dietetic internships with openings ($20/application).

Section C: Options other than a Dietetic Internship

Graduate School and Employment in a dietetics related field

An undergraduate degree in Food and Nutrition provides a strong knowledge base in the sciences, including nutrition, as well as in communication and problem solving. Apply to take the Graduate Record Exam (GRE) if you are interested in graduate school. Master’s degree programs in nutrition, health science education, exercise and sports science and communication might be considered. Food and Nutrition graduates may also pursue opportunities in nutrition education (through WIC), sales (including pharmaceutical, food and equipment sales), foodservice management and public policy/health fields. These offer excellent nutrition related experience to assist students who might want to delay applying to an internship and save up for the cost of an internship.

Nutrition and Dietetic Technician, Registered (NDTR)

DPD graduates are also eligible to take the national examination to become a Nutrition and Dietetic Technician, Registered (NDTR) without completing the supervised practice experience. The CDR website contains information about requirements for becoming a DTR: www.cdrnet.org. NDTRs work independently or as a team member under the supervision of registered dietitians in a variety of employment settings including health care, business and industry, community/public health, food service and research.
Appendix A

ACEND 2017 KRDN (Knowledge Requirements for RDNS)

KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3: Apply critical thinking skills.
KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5: Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
KRDN 3.2: Develop an educational session or program/educational strategy for a target population.
KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change for and enhance wellness for diverse individuals and groups.
KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.5: Describe basic concepts of nutritional genomics.
KRDN 4.1: Apply management theories to the development of programs or services.
KRDN 4.2: Evaluate a budget and interpret financial data.
KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4: Apply the principles of human resource management to different situations.
KRDN 4.5: Describe safety principles related to food, personnel and consumers.
KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.
### Four-Year Plan  2021-2022 Catalog

#### Freshman Year

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<tr>
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<th>Course Title</th>
<th>Fall Term Cr</th>
<th>Sp Term Cr</th>
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<td>COMX 111US</td>
<td>Intro to Public Speaking Or Any US Core</td>
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<td>Individual and Family Dev: Lifespan Or PSYX 100IS</td>
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<td>BIOB 160</td>
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<td>BMGT 205</td>
<td>Management Comm. Fund. Or WRIT 201 Or WRIT 221</td>
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<td>BIOM 103IN</td>
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<td>NUTR 226</td>
<td>Food Fundamentals</td>
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#### Senior Year

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<td>NUTR 351</td>
<td>Nutrition and Society</td>
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<td>NUTR 421</td>
<td>Macronutrient Metabolism</td>
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<td>NUTR 425</td>
<td>Medical Nutritional Therapy I</td>
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<td>NUTR 494</td>
<td>Seminar</td>
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</table>

**Total needed for graduation** ................................................................. 120
Appendix C

Code of Integrity
For Food & Nutrition Students and Faculty
At Montana State University

Self Presentation
I will present myself in a manner that demonstrates self respect as well as respect for my peers and professors, or students.

Your attire and behavior can convey a professional attitude. Unique dress is not discouraged, although *unprofessional dress* (e.g. exposed body parts etc.) can be distracting to others and send unintended messages. Consider presenting yourself in a way that communicates:

- I am a mature person
- I respect myself
- I respect my audience, peers, professors, students etc.
- I am serious about conveying professional or academic messages
- I have important things to contribute to discussions
- I have confidence in my inner qualities.

If you are proud of what you have to say or contribute, then let the way you present yourself convey that. Consider what you want your audience or peers to focus on, or what you would like others to remember about you.

Original Work
I will submit or present work that is my own, or cite my sources appropriately. Refer to the MSU Student Conduct Code and Academic Integrity Guidelines: [http://www2.montana.edu/policy/student_conduct/](http://www2.montana.edu/policy/student_conduct/).

Developing original ideas or ways of describing them in words is a critical part of success in higher education. Homework assignments, papers, presentations, and exams are all opportunities to practice and hone these skills. Using others’ work is crucial in certain situations (e.g., reviewing literature or writing a research paper). Doing so effectively requires use of an accepted citation format. Copying and pasting information from Web sites into a paper is plagiarism, unless the text is in quotes and cited. In summary, give credit where credit is due, do not present someone else’s work as your own, and when giving credit to a source, do so in an appropriate way.

Attendance and Class Conduct
I will be present in class both physically and mentally. I will make contributions to class that are respectful and relevant to my own learning process and the learning processes of others. My behavior will be professional and appropriate, and not disruptive to class.

Each class period is an irreplaceable interactive learning opportunity. Listening attentively, taking notes, and actively participating in discussions or other activities accelerate learning and also convey interest and respect in others, including professors and classmates, or students. Conversely, arriving late, leaving the room in the middle of class, walking out early, studying for other classes, using a cell phone or text messaging, sleeping, etc. is disruptive, distracting, and can hinder others’ ability to
teach or learn. Habitual inappropriate conduct can damage class moral. Being “present” will make class time more valuable and lessen the amount of time needed afterwards to relearn or study course material. Being present also allows you to ask important questions when they are relevant and useful, and to contribute in a way that benefits you, your classmates, and the professor. In summary, manage your time and plan other commitments so that you attend your classes faithfully. Come to class with an uncluttered mind so that you can think clearly, focus on understanding what is being communicated, and contribute effectively.

**Time Management**
I will respect others’ time and will follow through on all scheduled time commitments.

Time is valuable to both professors and students. Program participants are responsible for being on time for class meetings, group meetings, and other scheduled appointments. In the unfortunate event of being late or missing a meeting or appointment, one can restore integrity by acknowledging the breach and apologizing to others affected. Program participants are also responsible for maintaining an adequate level of availability for communication outside of class. This includes maintaining or using office hours, and checking voice mail and email messages regularly, and responding promptly or within a reasonable time frame.

**Emergencies**
I will fulfill my academic obligations to the best of my ability. If a personal emergency is preventing me from fulfilling my academic obligations, I will take appropriate action.

In some cases, personal emergencies may jeopardize a participant’s ability to fulfill academic commitments successfully by preventing class attendance, causing one to miss due dates for assignments, meetings for group projects, exams etc. Such cases call for clear and early communication with the program director to determine the best course of action. While special consideration and accommodation can be made for students who have temporary unfortunate circumstances, longer term or habitual emergencies may require requesting a leave of absence from the program.

**Recommendations**

**For Students:**
If applicable, I will be recommendable for an Dietetic Internship, employment, graduate school, or other opportunity. I will seek recommendations humbly and respectfully.

**For Faculty:**
I will write honest and objective recommendations for deserving students with appropriate attention to deadlines.

Becoming a student worthy of a professor’s recommendation requires time and effort. Writing effective recommendations similarly requires time and effort, as well as genuine interest in supporting specific students. Professors are not required to endorse students, and in doing so risk their own professional integrity. However, a successful recommendation process can be mutually beneficial, by assisting deserving and competent graduates in gaining appointments in competitive internships, acceptance into academic programs, or obtaining professional positions.
To facilitate success in the recommendation process, students are advised to do the following:

- Justify a professor’s recommendation with the quality of your work, professionalism, and character.
- Choose individuals to be references who are well acquainted with you and your abilities.
- Request a recommendation in a timely fashion, respectfully, and without presumption.
- Assume that the recommendation will be confidential.
- Acknowledge the time and energy taken to write and submit a recommendation letter with a written thank you to your references.
- Keep in touch with your references and inform them about your progress and whereabouts (you may need additional letters in the future).

**Feedback/Evaluation**

I will actively engage in the program’s evaluation processes, to promote its continued improvement and success for present and future participants.

Multiple opportunities exist to provide and obtain feedback in this academic program. For faculty, examples include a professor’s comments on student assignments, and faculty-student communications. For students, examples include mid-semester surveys, end of semester teacher or advisor evaluations, one on one meetings, exit interviews for seniors, and follow up surveys for alumni. Students can help professors continuously improve the overall program or the teaching and management of specific courses. Professors can help students improve writing, speaking, understanding, or other academic or professional skills.

Providing constructive insight by professors or students requires respect for the process and trust that its purpose is to foster development and progress towards goals. Feedback is destructive and useless when its purpose is to injure, punish, or embarrass.

Accepting and utilizing constructive feedback from others is another important piece of the evaluation process. Once again, trusting that feedback is being provided to help you reach your goals is very important, as is a little humility. In summary, providing constructive feedback is a professional responsibility. Be grateful for the constructive feedback you receive, and use it well.

I have read, understand, and will abide by this code of integrity:

Student Signature: _________________________________ DATE: ______________

Faculty Advisor Signature: __________________________ DATE: ____________