

**Samford University**  
Didactic Program in Dietetics – DPD  
*Student Handbook*  
*2021-2022*



**Department of Nutrition & Dietetics**  
**School of Public Health**  
**College of Health Sciences**

**Donna R. Seibels, MS, RDN, LD, FAND**  
**Director, Didactic Program in Dietetics**  
**205-726-2570**  
[drseibel@samford.edu](mailto:drseibel@samford.edu)

**Department of Nutrition & Dietetics**  
**College of Health Sciences**  
**Samford University**  
**Birmingham, AL 35229**  
<http://www.samford.edu/publichealth/nutrition-and-dietetics>

---

# Table of Contents

---

Table of Contents	
<b>Welcome</b> .....	<b>4</b>
Mission .....	5
Accreditation .....	5
<b>Profession of Dietetics</b> .....	<b>6</b>
Pathway to becoming a Registered Dietitian/Nutritionist .....	6
Registered Dietitian Nutritionist (RDN) - ACEND Fact Sheet .....	6
Educational and Professional Requirements .....	6
After the DPD.....	7
Samford University Dietetic Internship .....	8
Early Acceptance/Preselect Option .....	8
Graduate Programs .....	9
Pathway to becoming a Dietetic Technician.....	10
Nutrition and Dietetics Technician, Registered (NDTR) ACEND Fact Sheet .....	10
Education and Professional Requirements – DTR or NDTR .....	10
<b>Employment Opportunities</b> .....	<b>12</b>
The Profession of Dietetics .....	12
<b>Program Overview</b> .....	<b>15</b>
University Core Curriculum .....	15
General Education Requirements .....	15
Natural and Computational Sciences .....	15
Social Sciences .....	15
Mathematics .....	15
Fine Arts .....	15
Nutrition and Dietetics Major .....	15
Biology, Chemistry, Economics, and Mathematics .....	16
General Electives .....	16
Course Sequence .....	17
Declaration of Intent .....	18
Mission Statement, Goals, and Learning Outcomes.....	18
<b>Application and Admission</b> .....	<b>21</b>
Freshman .....	21
Transfers.....	21
Program Specific Requirements and Policies .....	22
Course Progression.....	22
Recency of Education.....	22
Assessment of Prior Learning .....	22
B.S. Degree in another area .....	23
Nutrition and Dietetics Fee Schedule .....	25
<b>Student Services</b> .....	<b>26</b>
Academic Advising .....	26
DPD Program Advising .....	26
Faculty Support .....	26

Academic Support .....	27
Academic Integrity .....	27
Academic Calendar .....	27
Financial Aid/Assistance .....	27
Academy Foundation Scholarships.....	28
Alabama Dietetic Association Scholarships .....	28
Nutrition and Dietetics Departmental Scholarships.....	28
Awards .....	28
Honor Societies .....	30
Student Handbook .....	30
Student Grievance Procedure .....	31
<b>Policies and Procedures.....</b>	<b>32</b>
IMPORTANT INFORMATION FOR Nutrition & Dietetics Majors .....	32
Student’s Privacy Rights .....	35
Family Educational Rights and Privacy Act .....	35
<b>Professionalism .....</b>	<b>37</b>
Dress .....	37
Communications .....	37
Behavior and Actions .....	37
<b>Professional Involvement .....</b>	<b>38</b>
SAMFORD STUDENT DIETETIC ASSOCIATION .....	38
ACADEMY OF NUTRITION AND DIETETICS.....	38
ALABAMA DIETETIC ASSOCIATION.....	38
BIRMINGHAM DISTRICT DIETETIC ASSOCIATION.....	38
<b>Appendix 1.....</b>	<b>39</b>
Nutrition and Dietetics: Faculty Directory.....	39
<b>Appendix 2.....</b>	<b>41</b>
ACEND Educational Requirements for DPD Programs .....	41
<b>Appendix 3.....</b>	<b>42</b>
Application Process for Dietetic Internship .....	42
<b>Appendix 4.....</b>	<b>46</b>
Departmental Attire/Dress Code .....	46
<b>Signature Page.....</b>	<b>48</b>

---

# Welcome

---

The Department of Nutrition and Dietetics would like to welcome you to the Didactic Program in Dietetics (DPD) at Samford University. As a Nutrition and Dietetics major, your coursework will be the first stage in your journey in becoming a Registered Dietitian/Nutritionist (RDN) or Nutrition/Dietetics Technician, Registered (NDTR). A successful graduate of this DPD program and BS graduates who successfully complete our DPD program requirements will be eligible to apply to a supervised practice program such as a Dietetic Internship, Coordinated Master's Program or ISPP. Successful completion of both programs (DPD and supervised practice) is required before a student is eligible to take the National Registration Examination for Dietitians and earn the RDN credential.

The Department of Nutrition and Dietetics is located within the School of Public Health. Our offices and classrooms are in the College of Health Sciences (CHS) buildings on the east side of campus. The Nutrition and Dietetics program at Samford University is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) with reaccreditation due in 2026. Nutrition has been a part of the Samford Education experience since 1918 with the first nutrition class taught at Howard College in the fall of that year. Organized in August 1933 Nutrition and Dietetics had its beginnings in the Department of Home Economics.

The Nutrition and Dietetics program first approved by the Commission on Accreditation for Dietetics Education (CADE) and the American Dietetic Association in 1981 began as a Plan IV Program in Dietetics. Approval as a Plan V Dietetics Program came in 1988 with designation and approval as a Didactic Program in Dietetics in 1993. Initial Accreditation for the Didactic Program in Dietetics at the baccalaureate level came in 2008 with full accreditation in 2013. The DPD Program at Samford University received full re-accreditation in 2018. Program Outcomes data is available upon request.

A supervised practice pathway added to the Department of Nutrition and Dietetics in 2014 resulted in the 2015 graduation of the first class of Dietetic Interns. The Department also offers a program leading to the Master of Science degree in Nutrition.

We are excited you are here and look forward to helping you achieve your career goals. Please do not hesitate to contact any member of the Nutrition and Dietetics faculty with any questions or concerns.

A directory with faculty information can be found in Appendix 1.

## Nutrition & Dietetics Department Mission

To provide a comprehensive study of all areas of food, nutrition, and dietetics. The Nutrition and Dietetics major, Foods and Nutrition major, Dietetic Internship and MS Nutrition program, all offer students the opportunity to pursue knowledge and competency in a distinctive Christian environment. Faculty are committed to preparing graduates who are well informed, scientifically and empirically competent, and ethically responsible. Graduates are capable of entering successful careers in foods, nutrition, dietetics and healthcare, while contributing to the needs of their community and society at large.

## Accreditation

The Didactic Program in Dietetics (DPD) in the Department of Nutrition and Dietetics at Samford University is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics. The address is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. (312)899-0040 ext. 5400.  
<http://www.eatrightpro.org/resources/acend>

The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals. The Academy is committed to improving health and advancing the profession of dietetics through research, education, and advocacy.

Founded as the American Dietetic Association in Cleveland, Ohio, in 1917, a group of women collaborated to aid the government conserve food and improve the public's health and nutrition during World War I. After 95 years, the association changed its name in January 2012 to the Academy of Nutrition and Dietetics — complementing the focus of the organization to improve nutritional well-being, communicating the expertise of its members who are a part of a food- and science-based profession.

**Vision** — *“A world where all people thrive through the transformative power of food and nutrition.”*

**Mission** — *“Accelerate improvements in global health and well-being through food and nutrition”\**

\* <https://www.eatrightpro.org/about-us/academy-vision-and-mission/mission-and-vision-statements>

---

# Profession of Dietetics

---

Dietetics is the science and art of applying the principles of food and nutrition to health. It is a vital, growing profession with many career possibilities. Whichever option you choose, you will share your knowledge of food and nutrition to help people make healthful food choices. In the field of Nutrition and Dietetics, two options are available:

Option 1: Registered Dietitian (RD), or Registered Dietitian/Nutritionist (RDN)

Option 2: Dietetic Technicians Registered (DTR) or Nutrition and Dietetics Technicians, Registered (NDTR)

## Option 1:

### Pathway to becoming a Registered Dietitian/Nutritionist:

Registered Dietitians/Nutritionists are the nutrition experts who have successfully completed and received a B.S. in Nutrition and Dietetics, completed supervised practice requirements, obtained an MS degree (required by 2024) and passed the RDN exam to earn the RD (Registered Dietitian) or RDN (Registered Dietitian/Nutritionist) credential. The pathways to becoming an RD or RDN are the same, the choice of which credential to use is up to you.

### Registered Dietitian Nutritionist (RDN) - ACEND Fact Sheet

<https://www.eatrightpro.org/about-us/what-is-an-rdn-and-dtr/what-is-a-registered-dietitian-nutritionist>

## EDUCATIONAL AND PROFESSIONAL REQUIREMENTS

Registered Dietitian/Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RD or RDN credential:

1. **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics. At Samford, this program is the Accredited Didactic Program in Dietetics (DPD). Upon completion of DPD program requirements and receipt of the BS degree, all students will receive a **Verification statement**. This verification statement will be needed for the next step towards registration status – completion of an ACEND accredited supervised practice program. Students are NOT eligible to enroll in a supervised practice program without a verification statement from an accredited didactic program in dietetics.

2. **Completed an ACEND®-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. This could be a Dietetic Internship program (DI) or an Individualized Supervised Practice Pathway (ISPP) that may or may not include classes that count toward a graduate degree. Other options which include supervised practice/experiential learning include Coordinated Programs in Dietetics (CP) and the Future Graduate Degree Program (FG). These programs may also contain the option or requirement of classes needed to complete a graduate degree. 1000 hours of supervised practice are required by all types of supervised practice programs. Supervised practice hours in the Future Model Graduate program are determined by the program. Typically, a practice program will run six to 12 months in length. Programs leading to a graduate degree or requiring graduate work may run 12 – 18 months or longer.
3. **Completed a Graduate degree** by January 1, 2024. Upon successful completion of an ACEND accredited practice program and completion of a Masters’ degree, students are eligible to sit for the national registration exam. By 2024, a graduate degree will be required before students can be eligible to take the credentialing exam to become a Registered Dietitian/Nutritionist.
4. **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR’s website at [www.cdrnet.org](http://www.cdrnet.org).
5. **Completed continuing professional educational requirements** to maintain registration.
6. **State Licensure** in addition to RDN credentialing is required by many states which have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN.

## **After the DPD -**

### **How to choose what to do after completion of the DPD program-**

Nutrition and Dietetics faculty will assist each student in the process of decision making and application to a supervised practice program such a Dietetic Internship, Coordinated Master’s Program, Future Graduate Program or an Individual Supervised Practice Program, a graduate program or application for the Dietetic Technician Registered exam. This information is covered in detail in the NUTR 491 class – Professional Issues in Dietetics. Application tips for Dietetic Internships can be found in Appendix 3.



## **Supervised practice pathway –**

Information about supervised practice pathways can be found online on the Academy of Nutrition and Dietetics website: <https://www.eatrightpro.org/acend/accredited-programs/dietetic-internships>

Students may also use the Applicant Guide to Supervised Practice Experience found on the Nutrition and Dietetics Canvas page and on the Canvas page for NUTR 491. *The Applicant Guide to Supervised Practice* is an up-to-date reference published by the Academy of Nutrition and Dietetics that provides information on internship, individualized supervised practice pathways and coordinated dietetic education programs. The guide is available yearly and published as a PDF. Also included is an Excel spreadsheet that allows users to sort and search programs by cost, number of applicants, degree or certificate offered, city, stipend offered, program concentration, length and many other variables.” Academy web link: <https://www.eatrightstore.org/search-results?keyword=applicant+guide+to+supervised+practice>

Note: Completion of Samford University DPD requirements and receipt of a verification statement does not guarantee acceptance into a Supervised Practice pathway. Faculty will work with students on an individual basis to aid students in this process.

Reminders: Upon successful completion of the supervised practice pathway the student will receive a Verification Statement that will allow them to sit for the CDR credentialing exam (RDN exam). **By January 1, 2024**, a graduate degree will also be required before the student will be eligible to sit for the credentialing exam. If passed, the student will be credentialed as a Registered Dietitian/Nutritionist.

## **Samford University Dietetic Internship:**

### **Early Acceptance/Preselect Option**

The Samford University Dietetic Internship has a preselect option for Samford University seniors majoring in Nutrition and Dietetics who wish to continue their education toward a graduate degree at Samford University. Interns admitted via the preselect option will be eligible for placement in either the on-campus or distance track. The preselect application and admission process will be conducted during the latter half of the fall semester of the senior year. Applicants will be notified of acceptance in the first two weeks of January. December or May graduates accepted with the pre-select option will be admitted to the DI the following August. Applicants not admitted through the preselect option are still eligible to participate in the DICAS spring match cycle. Full acceptance via the preselect process is conditional on maintaining competitive performance in coursework, continued adherence to all university policies for academic integrity as set forth in the Samford University Student Handbook, adherence to individual class policies as set forth in class syllabi, and successful graduation and DPD verification. Requirements for application to the preselect option are



the same as for all applicants, except preselect applicants do not have to participate in DICAS or D&D Digital Matching.

<https://www.samford.edu/publichealth/files/Dietetic-Internship-Handbook-2022.pdf>

Guidance and help with the application process are provided to each student on an individual basis and within the course NUTR 491 – Professional Issues in Dietetics.

Selection and admittance into a supervised practice program is a competitive process. Dietetic students will have the best options for admittance into a supervised practice programs/graduate programs with a minimum GPA of 3.0 and a GRE score that is at or above the requirements set by the graduate program. It is a good idea to visit DI's that you are interested in the summer or fall of your senior year.

### **Graduate Programs:**

Students are encouraged to research graduate schools that offer programs that might be of interest. Some of these programs are offered as part of the supervised practice program requirement and some are stand alone. **Note that by January 1, 2024, a graduate degree will be required to take the credentialing exam needed to become a Registered Dietitian/Nutritionist. Many of the stand-alone programs will be moving toward the master's degree requirement in the next two years.**

### **Master's Degrees in the Department of Nutrition and Dietetics – Samford University**

The Samford University Department of Nutrition and Dietetics offers an online Master of Science (MS) in Nutrition program that can be taken in conjunction with the Dietetic Internship. It builds upon the foundational knowledge you received as an undergraduate student with additional training to help you better understand complex yet essential topics like nutrient metabolism and clinical nutrition in a supportive environment led by expert faculty. The program also helps students grow their leadership and communication skills while developing proficiency in the interpretation and application of nutrition research, providing a comprehensive training that prepares you for any nutrition-related career. Full-time and part-time options are available. The graduate school application process is waived for those accepted into the Dietetic Internship. In the first semester, students are enrolled in didactic courses only with no supervised practice. The remaining semesters are a combined program consisting of supervised practice and didactic courses. The credit hours earned through completion of the Dietetic Internship (25) will go towards the 40-41 credit hours required for completion of the MS. For more information about these degree programs, please refer to the program website:

<https://www.samford.edu/publichealth/master-of-science-in-nutrition>

## Master's Degrees in the School of Public Health – Samford University

A Master of Public Health and a Master of Healthcare Administration are two additional master's opportunities within the School of Public Health that might be of interest to students pursuing a graduate degree. Additional information can be found here:

<https://www.samford.edu/publichealth/graduate-degrees>

### Option 2:

### Pathway to becoming a Dietetic Technician Registered (DTR) or Nutrition and Dietetics Technician, Registered (NDTR):

#### Nutrition and Dietetics Technician, Registered (NDTR) -ACEND Fact Sheet

<http://www.eatrightpro.org/resource/about-us/what-is-an-rdn-and-dtr/what-is-a-dietetic-technician-registered/becoming-a-dietetic-technician-registered>

Dietetic Technicians work under the supervision of a Registered Dietitian or Registered Dietitian Nutritionist. Work settings can include hospitals, nursing homes, retirement centers, hospice facilities, schools, day care, public health programs such as WIC, weight management facilities, and food companies. DTR's or NDTR's have completed the DPD coursework and desire to enter the workforce without the supervised practice experience necessary to become an RD or RDN. The pathways to becoming a DTR or NDTR are the same, the choice of which credential to use is up to you.

### Education and Professional Requirements – DTR or NDTR:

Dietetic Technician Registered (DTR) and Nutrition and Dietetic Technician Registered (NDTR) are food and nutrition professionals who have met the following criteria to earn the DTR or NDTR credential:

1. **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college.
2. **Completed a DPD program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®)** of the Academy of Nutrition and Dietetics. At Samford, this program is the Accredited Didactic Program in Dietetics (DPD). Upon completion of DPD program requirements and the BS degree, all students will receive a **Verification statement**. This verification statement will be needed for the next step towards Dietetic Technician registration status – taking the DTR exam.
3. **Successful completion of the DTR exam** will enable the student to receive the Dietetic Technician Registered (DTR) or Nutrition Dietetic Technician (NDTR) credential.

Students desiring to pursue this designation will receive a packet of information prior to graduation that will enable them to process the application.



---

# Employment Opportunities

---

## The Profession of Dietetics

<https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/career-changer>

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice. Nutrition and Dietetics is a dynamic profession where the possibilities are endless. The U.S. Bureau of Labor Statistics projects that job demands for nutritionists and dietitians will grow faster than the average profession. According to data from the Bureau of Labor Statistics' *Occupational Outlook Handbook, 2020* Dietitians and Nutritionists job outlooks are growing much faster (8%) than average. The median pay for 2020 was \$63,090 per year. \* Changes in workforce supply are anticipated to be greatest due to the aging of the population and profession, workforce education and entry into the profession, interdisciplinary teaming and population risk factors and nutrition initiatives that will increase demand\*\*

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Dietitians and Nutritionists, at <https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm> (visited June 02, 2021).

Dietetic Technicians work in food service and nutrition programs under the supervision of a Registered Dietitian. The Bureau of Labor Statistics estimates the mean annual wage to be \$32,920. <https://www.bls.gov/oes/current/oes292051.htm>

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RDN. RDN's work in:

- **Hospitals, HMO's, or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers, and correctional facilities- over-seeing everything from food purchasing and preparation to managing staff. Possible jobs include:
  - **Clinical:**
    - Clinical Nutrition Specialist
    - Nutrition support team member
    - Specialist in medical areas – pediatrics, diabetes, renal, gerontology, weight management
    - Educator of hospital/medical staff and patients
    - Outpatient care dietitian
    - Dietitian in the Armed Services – VA hospitals

- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness, and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools. Possible jobs include:
  - **Business:**
    - Foods Editor and contributor for magazines, blogs, and other online groups
    - Freelance writer for journals and magazines
    - Critic of nutrition and food columns in magazines and newspapers
    - Marketing editor of food products material
    - Marketing nutrition specialist for large foods corporation
    - Consumer representative
    - Investigator of quality assurance programs in food manufacturing firms
    - Certified chef
    - Food product representative
    - Consumer seminar lecturer
    - Product development
    - Public relations
    - Communications
- **Private practice**, working under contract with healthcare or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees. Possible jobs include:
  - **Consultant:**
    - Sports Nutrition
    - Geriatric Nutrition
    - Home Health Care
    - Wellness and Health promotion for business, university and government agencies and groups
- **Community and public health settings**, teaching, monitoring, and advising the public and helping improve their quality of life through healthy eating habits. Possible jobs include:
  - **Community:**
    - Child Nutrition Program
    - Community dietitian: public health department and WIC
    - Mission field
    - Peace Corps
    - Consumer seminar lecturer
    - Daycare centers
    - Health, fitness, and recreation clubs

- **Universities and medical centers**, teaching physician's assistants, nurses, dietetics students, dentists, and others the sophisticated science of foods and nutrition. Possible jobs include:
  - **Administrative:**
    - Director of Dietetic Service in hospitals, nursing homes, schools/colleges, airlines
    - Owner/manager of restaurant
    - Institutional kitchen layout and design entrepreneur
    - Owner/manager of catering business
  - **Teaching:**
    - Nutrition Educator
    - Junior colleges
    - Community groups
    - College/University – undergraduate nutrition /dietetic interns
    - Medical/dental/nursing/pharmacy
  
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public. Possible jobs include:
  - **Research:**
    - Recipe/menu development staff of National Dairy Council
    - Research grants – cancer, diabetes, metabolic support units, government agencies

Certain career paths available in nutrition and dietetics include additional certifications.

**Academy of Nutrition and Dietetics Specialist Certifications:**

- Board Certification as a Specialist in Gerontological Nutrition
- Board Certification as a Specialist in Pediatric Nutrition
- Board Certification as a Specialist in Renal Nutrition
- Board Certification as a Specialist in Oncology Nutrition
- Board Certification as a Specialist in Sports Dietetics
- Board Certification as a Specialist in Obesity and Weight Management
- Board Certification as a Specialist in Pediatric Critical Care Nutrition

**Diabetes Certification:**

- Board Certification as a Diabetes Educator from the American Diabetes Association

---

# Program Overview

---

NUTR (DPD) students graduate with a Bachelor of Science degree in Nutrition and Dietetics. It is recommended that students graduate with a minimum cumulative grade point average of 3.0 (out of 4.0) for entrance into a supervised practice or dietetic internship (DI) program as most programs require a 3.0 cumulative GPA for admission. All students completing DPD program requirements and the BS degree will receive a Verification Statement which will be needed for application to a supervised practice program/DI. ACEND educational requirements for DPD programs can be found in Appendix 2.

## **Program of Study leading to a Bachelor of Science in Nutrition & Dietetics**

- For course descriptions – click on the course link on this page and again on the SU catalog page.

### **General Education - Univ Core Curriculum: 22 Credits**

Click [here](#) to view the General Education - University Core Curriculum requirements.

### **General Education - Distribution Areas: 16 Credits**

- Natural and Computational Sciences: [CHEM 205](#) and [CHEM 206](#) (5)
- Social Sciences: [PSYC 101](#) (4)
- Mathematics: [MATH 150](#) (4)
- Fine Arts: [SOA 200](#) (3)

### **Nutrition and Dietetics Major: 89-90 Credits**

#### **Nutrition and Dietetics Core: 63 Credits**

- [NUTR 110](#) - Principles of Food Preparation (4)
- [NUTR 210](#) - Introduction to Nutrition and Dietetics (2)
- AND
- [NUTR 220](#) - Nutrition Science for Health Professions (4) *or*
- [NUTR 216](#) - Personal Nutrition (4)
- AND
- [NUTR 310](#) - Lifecycle Nutrition (4)
- [NUTR 350](#) - Community Nutrition Education (4)
- [NUTR 360](#) - Nutrition Assessment and Counseling (4)
- [NUTR 371](#) - Directed Professional Practicum (2-12)
- [NUTR 410](#) - Medical Nutrition Therapy I (4)
- [NUTR 411](#) - Medical Nutrition Therapy II (4)
- [NUTR 412](#) - Quantity Food Production and Management (4)
- [NUTR 413](#) - Food Service Organization and Management (4)



- NUTR 414 - Experimental Foods (4)
- NUTR 415 - Advanced Nutrition I: Macronutrients (4)
- NUTR 416 - Advanced Nutrition II: Micronutrients (4)
- NUTR 418 - Nutrigenomics (3)
- NUTR 491 - Professional Issues in Dietetics (2)
- KINE 250 - Medical Terminology (2)
- NUTR 498 - Research Methods in Nutrition (2)
- NUTR 499 - Senior Seminar in Nutrition (2)

**Biology and Chemistry: 19 Credits**

- BIOL 217 - Human Anatomy for Allied Health Sciences (4)
- BIOL 218 - Human Physiology for Allied Health Sciences (4)
- BIOL 225 - Microbiology for Allied Health Sciences (4)
- CHEM 215 - Fundamentals of Organic Chemistry (3)
- CHEM 216 - Fundamentals of Organic Chemistry Laboratory (1)
- CHEM 345 - Fundamentals of Biochemistry (3)

**Economics and Mathematics: 7-8 Credits**

- ECON 201 - Principles of Macroeconomics (4)
- AND
- MATH 210 - Elementary Statistics (4) *or*
- NURS 232 - Statistics for Health Care Professionals (3)

**General Electives: 4 Credits**

**Total Required Credits: 131-132**

**COURSE SEQUENCE**  
**Nutrition and Dietetics**

*2021-2022 Catalog*

**Freshman Year**

<u>Fall</u>	<u>Class</u>		<u>Spring</u>	<u>Class</u>	
UCR 101	University Core Rhetoric	4	UCS 102	University Core Seminar	4
UCCP 101	Cultural Perspectives I	4	UCCP 102	Cultural Perspectives II	4
NUTR 110	Principles of Food Preparation	4	NUTR 220	Nutrition Science for Health Professions	4
NUTR 210	Intro to Nutrition & Dietetics	2	MATH 150	Precalculus	4
UCFH 120	Concepts of Fitness & Health	2			
FOUN 101	Foundations (1)				
	Credits	16		Credits	16

**Sophomore Year**

<u>Fall</u>	<u>Class</u>		<u>Spring</u>	<u>Class</u>	
CHEM 205	Foundations of Chemistry	4	CHEM 215	Fundamentals of Organic Chemistry	3
CHEM 206	Foundations of Chemistry-Lab	1	CHEM 216	Fundamentals of Organic Chemistry La	1
NUTR 310	Lifecycle Nutrition	4	NUTR 360	Nutrition Assessment & Counseling	4
MATH 210	Statistics <i>or</i> NURS 232	4	ECON 201	Economics	4
	Stats Health Care Prof. (3)		PSYC 101	General Psychology	4
UCBP 101	Biblical Perspectives	4			
	Credits	17		Credits	16

**Junior Year**

<u>Fall</u>	<u>Class</u>		<u>Spring</u>	<u>Class</u>	
CHEM 345	Nutritional Biochemistry	3	BIOL 217	Human Anatomy	4
NUTR 350	Community Nutrition	4	NUTR 413	Food Service Organization	4
NUTR 412	Quantity Foods	4	NUTR 415	Advanced Nutrition I	4
NUTR 414	Experimental Foods	4	NUTR 498	Research Methods	2
KINE250	Medical Terminology	2	SOA200	Arts in Society	3
	Credits	17		Credits	17

**Senior Year**

<u>Fall</u>	<u>Class</u>		<u>Spring</u>	<u>Class</u>	
BIOL 218	Human Physiology	4	BIOL 225	Microbiology	4
NUTR 410	Medical Nutrition Therapy I	4	NUTR 411	Medical Nutrition Therapy II	4
NUTR 416	Advanced Nutrition II	4	NUTR 418	Nutrigenomics	3
NUTR 491	Professional Issues in Dietetics	2	NUTR 371	Directed Professional Practicum	2
NUTR 499	Senior Seminar	2		General Elective*	4
	Credits	16		Credits	17

*Revised 5/21*

**131- 132 Total Credits**

\*Suggested electives: NUTR Food as Medicine, NUTR Food and Culture or KINE 477 Sports Nutrition

## **Declaration of Intent and DPD Verification Statement:**

In the fall of the senior year and in NUTR 491 – Professional Issues in Dietetics, DPD students will receive guidance in the preparation of materials needed to make application to graduate school and/or supervised practice programs such as a Dietetic Internship. As part of this application process, students will receive a ***Declaration of Intent*** form to be used as part of the application to a DI program. This form contains a list of the courses needed for completion by the student to complete DPD requirements.

### **Graduation and Program Completion Requirements:**

All DPD students in the Nutrition & Dietetics major at Samford University will receive a ***Verification Statement*** upon graduation with a BS degree and completion of DPD requirements. Students with a BS degree in another area who complete DPD requirements will also receive a verification statement upon graduation. If a BS degree has already been conferred, a verification statement will be issued by the Samford DPD upon completion of DPD requirements. The verification statement certifies that all DPD requirements have been met. The verification statement is needed for entrance into a Dietetic Internship or other supervised practice program. After successful completion of the Dietetic Internship or other supervised practice program, students are eligible to sit for the CDR credentialing exam for to become a Registered Dietitian/Nutritionist. Licensure may also be required by the state of residence. Note: after January 1, 2024, students must also have a Masters' degree to be eligible to take the CDR credentialing exam.

## **MISSION STATEMENT, GOALS AND LEARNING OUTCOMES**

### **Mission Statement of the Samford University Didactic Program in Dietetics (DPD):**

The mission of the Samford University Didactic Program in Dietetics (DPD) is to provide a comprehensive and rigorous curriculum that equips students with the core knowledge and experiential activities needed to develop critical thinking skills, professionalism, technical expertise, and skills needed for entrance into a graduate and/or a supervised practice program leading to eligibility for the CDR credentialing exam as a Registered Dietitian/Nutritionist. This program enables students to pursue knowledge in a distinctive Christian environment where faculty of the department are committed to the preparation of competent entry-level practitioners and dedicated servant leaders in the profession of dietetics who will contribute to the needs of their local, regional, and global communities.

### **Goals and Objectives of the DPD:**

**Program Goal 1:** To prepare Didactic Program in Nutrition (DPD) graduates with the core knowledge, critical thinking skills, and technical expertise and skills needed for acceptance into an ACEND-accredited supervised practice program and/or graduate school.

**Objective 1:** 80% of program graduates agree that the Nutrition & Dietetics curriculum provided the core knowledge and experiential activities needed to develop critical thinking skills, and technical expertise and skills needed to prepare them for an ACEND accredited supervised practice program and/or graduate program as evidenced by the reporting of a well prepared to very well-prepared rating on the overall knowledge areas listed on the Nutrition & Dietetics graduate survey.

**Objective 2:** 80% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation as indicated by Nutrition & Dietetics graduate survey.

**Objective 3:** 80% of program graduates are admitted to a supervised practice program within 12 months of graduation as indicated by Nutrition & Dietetics graduate survey.\*

**Objective 4:** 50% of program graduates are accepted into a graduate program within two years of graduation as indicated by Nutrition & Dietetics graduate survey.

**Objective 5:** The programs' 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 6:** At least 80% of program students complete program/degree requirements within six years (150% of the program length) as indicated by Nutrition & Dietetics graduate survey.

**Objective 7:** At least 70% of supervised practice directors who respond to a survey will rate program graduates preparedness regarding overall core knowledge/skills needed to complete a supervised practice program as 'prepared' or better (very prepared) using a 5 point scale, where 4 is 'prepared'.

**Program Goal 2:** To prepare program graduates who are able to communicate effectively in an inter-professional environment within the health care field and who exhibit characteristics of servant leadership in community and/or global environments.

**Objective 1:** 80% of program graduates responding to the Nutrition & Dietetics Alumni survey will report participation in professional and/or community service activities with diverse groups and populations over a 3-year period.

**Objective 2:** 80% of program graduates will indicate on the Nutrition & Dietetics graduate survey that their ability to be an effective health care team member was enhanced through participation in group projects and other activities that included students from other health care programs within the College of Health Sciences.

**Objective 3:** 70% of program graduates will recognize the importance of professional service activities and organizations as evidenced by their participation in Nutrition and Dietetics

professional local, state, and/or national groups as indicated by Nutrition & Dietetics graduate survey.

\* Acceptance rates into supervised practice programs and pass rates on the CDR credentialing exam are available by request from the DPD program.



---

# Application and Admission

---

As stated in the Samford University Catalog:

The Samford Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Students seeking a degree in Nutrition and Dietetics will be reviewed before their junior year (upon completion of 60 credits of college work). A minimum cumulative GPA of 2.75 to 3.00 is recommended to continue in the major due entrance requirements of Supervised Practice Programs/Dietetic Internship and graduate programs which usually require a minimum 3.00 GPA.

**Freshman** – Freshman students are admitted into the Nutrition and Dietetics major when admitted to Samford University as freshmen. It is recommended through the Grade Progression Policy that students in the major maintain a minimum 2.75 GPA. For entrance into a graduate program or supervised practice program after graduation, a GPA above 3.0 is advised. No grade lower than a B- in Nutrition related courses, or a C- in Science courses, will be accepted. A recommendation to continue into the DPD program will be made before the junior year and is dependent on an evaluation of the student's progression toward a BS degree. Evidence of progression will be based on cumulative GPA, science GPA, and recommendation by DPD director and academic advisor.

**Transfers** – Samford University Admission policies for transfer students can be found: [https://catalog.samford.edu/content.php?catoid=17&navoid=1124&hl=transfer+students&returnto=search#Transfer Student Applicant](https://catalog.samford.edu/content.php?catoid=17&navoid=1124&hl=transfer+students&returnto=search#Transfer_Student_Applicant)

Students transferring into the program will be evaluated on their SAT/ACT score, as well as their cumulative GPA. The department of Nutrition and Dietetics requires at least a B- in all Nutrition courses and at least a C- in all DPD required Science courses, including courses transferred into the department and a minimum GPA of 2.75.

**Students transferring into the program must meet a required 2.5 cumulative grade point average (University requirement) and are encouraged to increase the GPA to a minimum of 2.75 to remain in the major. Students who receive less than a B- in any NUTR course or less than a C- in a DPD required Science course must repeat that course. (See course progression policy on p.22 in this document.)**

Per Samford University's policy, transfer students are required to earn at least 50 percent of the credit for a first undergraduate degree in each degree program from Samford. Also, a minimum of 15 credits in the major field (with nine at the 300-400 level) must be earned at Samford. For a minor, a minimum of nine credits in the minor field (with six at the 300-400 level) must be earned at Samford.

Students may transfer up to 64 semester credits or 96 quarter credits of work completed at two-year institutions, where such coursework is comparable to Samford courses offered at the 100 and 200 level.

## **Program Specific Requirements and Policies**

**Course Progression:** Progression in the undergraduate program in Nutrition and Dietetics requires the following of each student:

1. Maintain a cumulative GPA of 2.75 or better.
2. Make a grade of B- or better in all NUTR classes and C- or better in all Science classes.
3. Repeat a class for any nutrition course that falls below a B- or any Science course that falls below a C-. A one- time repeat is allowed in an effort to bring up the course grade to a B- or better for Nutrition or C- or better for Science.
4. Increase cumulative GPA to 2.75 or better within one semester of the cumulative GPA dropping below 2.75.
5. Meet with academic advisor and DPD program director if GPA falls below 2.75 for discussion about required course changes and/or change in major.

**Note:** All students graduating with a BS degree in Nutrition & Dietetics (DPD program) from Samford University will receive a **verification statement** upon completion of program and graduation requirements.

### **Recency of Education:**

Nutrition & Dietetics Department policies regarding *Recency of Education* requirements for courses considered for inclusion in DPD requirements:

- Science courses within 10 years of transfer into the DPD program or within 10 years of issue of verification statement.
- Nutrition courses within 5 years of transfer into DPD program or within 5 years of issue of verification statement.

### **Assessment of Prior Learning:**

Students who wish to transfer coursework from another institution to replace coursework required by the DPD program must submit transcripts from the other institution for course evaluation. Any course submitted as a possible replacement for a DPD required nutrition course at Samford University must come from an ACEND accredited program. The DPD director and other Nutrition & Dietetics faculty members will evaluate all upper level DPD required courses submitted for transfer. Other documentation may be requested such as course syllabi, course descriptions and examples of work completed. In the evaluation process a written exam of course material may be considered. If this is required, a passing score of 80% will be needed.



Student transcripts and other course materials will be evaluated by course faculty within the Department of Nutrition and Dietetics and by the Admissions office and Student Records if the student is seeking a degree.

### **Verification Program in Nutrition and Dietetics**

Students transferring into the DPD program at Samford University with a BS degree in another field may elect to enroll in the **Verification Program in Dietetics**. To enroll, students must have a minimum cumulative GPA of 2.75 in their previous BS degree. With this option, students with BS degree in another area may elect to complete DPD program requirements in order to receive a **Verification statement** that would allow them to apply to a supervised practice program, such as a Dietetic Internship. Transcripts of previous coursework will be evaluated by the DPD director and academic advisor to determine if any of the previous coursework will satisfy current DPD course requirements. Transfer of course credit into the Nutrition and Dietetics department would have to meet course grade requirements ('B-' or higher in Nutrition coursework and a C- or higher in DPD Science coursework), recency of education requirements and if a DPD required nutrition course – course credit must have been obtained from an ACEND accredited program. The Samford DPD program requires the student to take a minimum of 14 hours onsite in the Samford DPD program. The DPD program does not accept prior work or volunteer experience for course credit.

**International Students** – In addition to the requirements listed for Students with a B.S. degree in another area – non degree seeking; International students must have received or complete the following:

- have obtained their degree from a U.S. regionally accredited college or university, or present documentation of the equivalence of their foreign bachelor's or master's degree. An evaluation report can be obtained from any of the credential evaluation agencies shown here:

<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>

Additional information for International Students wishing to complete the requirements to become an RD/RDN or a DTR/NDTR is available from the Academy of Nutrition and Dietetics and can be found here:

<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students>

### **Requirements for all students: \***

- Meet with the Didactic Program in Dietetics (DPD) Director and faculty within the Department of Nutrition and Dietetics who will evaluate the student's previous academic preparation and identify courses that will be needed to meet didactic program requirements.

- Complete **minimum** program requirements to receive a verification statement for completion of requirements for the DPD. Minimum requirements for all applicants include:
  - 14 credits at the 300 or above level, including Medical Nutrition Therapy (I and II), Nutrition Assessment and Counseling and Professional Issues in Dietetics. These courses must be completed through Samford University with a grade of B- or higher.
  - Completed equivalent courses to Community Nutrition and Research Methodology through an U.S. regionally accredited college or university with a grade of B- or higher.
  - Earned academic credit for coursework listed on the Verification statement completion checklist with a course grade of B- or higher.

\*Verification completion checklist is available upon request from the DPD Director.



## Nutrition and Dietetics Fee Schedule:

<p><b>Nutrition &amp; Dietetics Department - Fall &amp; Spring</b></p>	<p><b>Administration Fee: All undergraduate Nutrition &amp; Dietetics students in either Nutrition &amp; Dietetics or the Foods &amp; Nutrition majors</b></p>	<p><b>\$100/semester</b></p>
<p><b>Student Dietetic Association</b></p> <p><b>Birmingham District Dietetic Association</b></p> <p><b>Academy of Nutrition &amp; Dietetics – Student Member</b></p>	<p>All undergraduate Nutrition &amp; Dietetics students in either Nutrition &amp; Dietetics or the Foods &amp; Nutrition majors</p> <p>Open to Nutrition and Dietetics majors only</p> <p>Benefits of student membership:  <a href="https://www.eatrightpro.org/membership/student-member-center/student-benefits">https://www.eatrightpro.org/membership/student-member-center/student-benefits</a></p>	<p><b>\$15/year optional</b></p> <p><b>\$15/year optional</b></p> <p>\$58.00/year from June 1 to May 31</p> <p><b>Optional</b> - until student has 60+ credits or junior status</p>
<p><b>Nutrition &amp; Dietetics Special Course Fees</b></p>	<p>University undergraduate fee schedule:  <a href="https://catalog.samford.edu/content.php?catoid=17&amp;navoid=1126">https://catalog.samford.edu/content.php?catoid=17&amp;navoid=1126</a></p> <p><a href="#">NUTR 110 - Principles of Food Preparation (4)</a>  <a href="#">NUTR 312 - Food, Culture, and Society (4)</a>  <a href="#">NUTR 414 - Experimental Foods (4)</a>  <a href="#">NUTR 418 - Nutrigenomics (3)</a>  <a href="#">NUTR 499 – Nutrition Seminar (4)</a></p> <p>All DPD students enrolled in the following NUTR courses: (one-time fee only)</p> <p><a href="#">NUTR 371 - Directed Professional Practicum (2)</a>  <a href="#">NUTR 410 - Medical Nutrition Therapy I (4)</a>  <a href="#">NUTR 411 - Medical Nutrition Therapy II (4)</a></p>	<p><b>\$135/course</b></p> <p>Lab coat: \$25</p>
<p><b>Nutrition &amp; Dietetics Application Fees for Supervised Practice</b></p>	<p>All DPD students applying for DI programs through the DICAS application process</p>	<p>DICAS: \$50 for first school; \$25 for each additional school</p> <p>D&amp;D Digital: \$55</p> <p>Other program fees may apply – check the web site for the program</p>

---

# Student Services

---

## **Academic Advising:**

Amber B. Kustos, MS  
Director of Student Services  
School of Public Health  
Office: CHS 1127  
Email: [akustos@samford.edu](mailto:akustos@samford.edu)

**Academic Advising** - The purpose of academic advising is to assist students in planning their educational progress and developing their plan of study. Each semester, students meet individually with their advisor to plan course schedules and discuss their overall academic progression. Students are encouraged to meet with this advisor throughout the year to discuss any questions, concerns, or changes as the need arises. The goal of the advisor is to be available to students and to foster academic success. It is important that each student follow the sequence of courses for this major. Many courses have pre-requisites and some courses, especially in the 300 and 400 levels may only be offered 1 semester per year. If a student gets “out of sequence” the consequence may include additional semesters of study. It is the responsibility of the student to schedule advising appointments each semester using the emailed link provided by the advisor. If a student has a question about course load, they should contact their academic advisor. For questions about the Didactic Program in Dietetics (DPD) program, objectives or course curriculum, students should contact the DPD Director, Donna Seibels MS, RDN, LD, FAND at [drseibel@samford.edu](mailto:drseibel@samford.edu).

**DPD Program Advising** –Students will meet with the DPD Director, Mrs. Donna Seibels MS, RDN, LD, FAND in the fall of the freshman year and at least once per year in the sophomore and junior year to review progress in the major, discuss career goals and any additional steps as needed to reach career goals. Any student whose GPA has dropped below 2.75 will schedule a meeting with the DPD director for counseling and assessment. The DPD Director will work with the academic advisor to help guide each student toward a career in Dietetics or if needed toward another degree if the student’s GPA and interests may not lead to a successful completion of the DPD program, supervised practice experience and attainment of RDN or NDTR status.

## **Faculty Support:**

Nutrition and Dietetics faculty are available to meet with students during the semester. Faculty schedules are posted on office doors and include ‘office hours’ available for students for drop

by visits. Students are encouraged to email faculty to schedule appointment outside of 'office hours. Faculty information can be found in Appendix 1.

### **Academic Support:**

- The Academic Success Center located in 101 Dwight Beeson Hall: <https://www.samford.edu/departments/academic-success-center/>, is available to assist students in locating resources that will help promote academic success.
- The Communication Resource Center located in 222 Brooks: <https://www.samford.edu/departments/communication-resource-center/>, is available to all Samford students as a place to obtain help with writing and speaking projects.

**Academic Calendar:** <https://www.samford.edu/departments/registrar/academic-calendar-a>

**Academic Integrity:** <https://www.samford.edu/departments/registrar/policies-and-definitions>

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. The more dependent, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

For more information, see the Student Conduct website:  
<https://www.samford.edu/departments/student-conduct/>

### **Financial Aid/Assistance: Samford University**

Resources are available to help students with a financial need pay for college. Federal grants and low-interest loans may be an option. Samford's website can assist you with this search. <https://www.samford.edu/admission/financial-aid>  
Other options include scholarships or grants from corporations, religious organizations, and professional groups.

## Academy Foundation Scholarships

The Academy of Nutrition and Dietetics Foundation offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in their junior year in an ACEND<sup>®</sup>-accredited program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND<sup>®</sup>-accredited dietetic internships and graduate studies. Contact the Academy's Foundation Team ([scholarship@eatright.org](mailto:scholarship@eatright.org)) for Foundation scholarship information.

<https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>

## Alabama Dietetic Association Scholarships

<https://www.eatrightalabama.org/student-scholarships>

## Nutrition and Dietetics Departmental Scholarships

The Department of Nutrition and Dietetics will offer several scholarships from endowed funds each year to enrolled students who are declared majors in our department. Students are invited to apply for three types of scholarships: academic, lab assistant, and faculty assistant. The amount of the award varies according to the funds available to the major, as well as the number of students who qualify and apply. Application must be made each January by filling out a scholarship application which may be obtained from the department office.

## Academic Achievement Recognition

### Dean's List

At the end of each semester, a Dean's List is compiled consisting of undergraduate students who have earned a grade point average of at least 3.50 while completing at least 12 quality credits in that semester at Samford.

### Graduation with Honors

Honors are awarded on the basis of all academic work taken at Samford University. Students who earn at least 64 credits at Samford and a grade point average (calculated on all work done at Samford University) of 3.500 through 3.749 are graduated *cum laude*; of 3.750 through 3.899 are graduated *magna cum laude*; and of 3.900 through 4.000 are graduated *summa cum laude*.

## Class Honors (Cords)

Class Honors cords are awarded in the spring term to undergraduate students who have successfully completed at least 12 quality (GPA) credits at Samford in the previous fall term with a Samford cumulative GPA of at least 3.75. The four Class Honors cords are:

Freshman Year	Blue cord
Sophomore Year	White cord
Junior Year	Red cord
Senior Year	Three-color cord

A student may earn one cord each academic year for a combined maximum of four Class Honors awards. The award year count is determined by the number of years the student qualifies for a Class Honor, not by the student's classification. For example, if a student qualifies for an Honors cord the first time in his or her third year, he/she will receive the Junior year cord. The student will not have another opportunity to earn the Freshman or Sophomore cords.

Since these cords signify academic honors, all earned cords may be worn at the university's commencement ceremonies.

<https://catalog.samford.edu/content.php?catoid=17&navoid=1125>

## Outstanding Nutrition and Dietetics Students

***Outstanding Student from the Samford Didactic Program in Dietetics.*** This award is given annually to a junior or senior student in the DPD program at Samford University who has demonstrated the qualities of scholarship, advocacy, and servant leadership. The student is nominated by the Nutrition & Dietetics faculty and the nomination sent to the Alabama Dietetic Association where the Outstanding DPD Student award is determined. The award is given at the annual meeting of the Alabama Dietetic Association in March.

***Outstanding Senior in Nutrition and Dietetics from the Samford Didactic Program in Dietetics.*** This award is given annually to a senior in the DPD program at Samford University. Nominated by faculty within the Nutrition & Dietetics Department students are considered based on cumulative GPA, service to the department and school, professionalism, and service to the profession. The Outstanding Senior Student in Dietetics Award is presented at the annual Alabama Dietetic Association state meeting and during the graduation reception at the end of the Spring semester.



## Honor Societies:

### KAPPA OMICRON NU

<http://www.kon.org/>

Kappa Omicron Nu is a national honor society for Nutrition and Dietetics majors. Samford Nutrition and Dietetics students who have at least a 3.5 GPA and have completed 45 semester hours are invited for initiation. These students are eligible for scholarships, fellowships and grants at both the undergraduate and graduate level.

## Student Handbook:

Samford University Student Handbook: <http://www.samford.edu/files/Student-Handbook.pdf>



## **Student Grievance Procedure:**

If a student has a complaint against the DPD program, they are encouraged to meet with the DPD director so that in working together, the problem might be resolved. If a resolution is not found, the student may request a meeting with the Chair of the Department of Nutrition and Dietetics and/or Dean of the School of Public Health.

### **Contact Information:**

DPD Program Director  
Mrs. Donna R. Seibels MS, RDN, LD, FAND  
[drseibel@samford.edu](mailto:drseibel@samford.edu)  
205-726-2570

Department Chair  
Dr. Suresh Mathews, Ph.D., MPhil, MSc, FACN, FICS  
[smathew1@samford.edu](mailto:smathew1@samford.edu)  
205-726-4511

Interim Dean, School of Public Health  
Melissa G. Lumpkin, PhD, MPH  
[mlumpki1@samford.edu](mailto:mlumpki1@samford.edu)  
205-726-4459

If the student has followed the above guidelines and still believes a resolution is needed, the complaint may be sent to the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

ACEND has the following guidelines: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

Address written complaints to: ACEND, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or email [ACEND@eatright.org](mailto:ACEND@eatright.org). Note that ACEND does not intervene on behalf of students unless the complaint alleges that the program may not be in compliance with accreditation standards or policies. The complaint must be signed by the student to be valid. ACEND does not accept or consider unsigned complaint forms.

---

# Policies and Procedures

---

## **IMPORTANT INFORMATION for Nutrition & Dietetics Majors:**

In addition to the general policies, rules, regulations and procedures applicable to all Samford students relating to student responsibilities and the protection of student rights (as found in the Samford University Catalog: <https://catalog.samford.edu>; the Student Handbook: <http://www.samford.edu/files/Student-Handbook.pdf>; and other publications), the following policies, rules, regulations and procedures apply, as appropriate, to students in the Department of Nutrition and Dietetics:

**Insurance requirements:** Students are required to carry health insurance while enrolled at Samford.

**Students in the College of Health Sciences** are required to provide proof of current personal health insurance coverage. Likewise, international students with F or J visas are required to provide proof of health insurance. Each year, these students are automatically enrolled in the university-sponsored student health insurance plan. There is a charge for this coverage. To have the charge removed from his/her Samford account, a student must provide proof of insurance by completing the insurance waiver at <http://www.firststudent.com/schools/>. Without the waiver, the charge will remain on the student account and the student will be covered with health insurance from August to July of the next year.”

**Safety:** *While on campus students are required to comply with safety codes, procedures and instructions. Students who are required to be off campus for program related activities or assignments should follow good safety practices as well as safety procedures in course syllabi and instructor directions.*

*Students will be required to execute liability waivers for travel to or from assigned areas. Students have a shared responsibility to evaluate the means of transportation, routes, and destination and to notify their instructor, advisor or department chair of any student concerns about safety. Students are required by Alabama law to carry automobile liability insurance as a condition to driving on public streets, roads and highways. Any trip in a motor vehicle on public or private streets or highways entails risks of bodily injury, including death, as well as property damage. Part of the educational value of engaging in off-campus activities and educational opportunities is learning about the risks of travel and learning to how to manage risks. Supervised practice in facilities off campus is considered to be an extension of the University’s campus program, and therefore, the normal rules and regulations governing academics and behavior that are applicable on the Samford University campus are applicable to each student during travel and while at the practice facility.*

*Students should not rely solely on assurances of safety from Samford University with respect to travel or attendance at a practice facility, but rather students should practice good risk management by being alert to travel conditions and to conditions at the practice facility.*

*Students **must** sign a **travel release form** before any class sponsored field trip or travel. Forms will be provided by the instructor of the class.*

***Drug testing and/or background check:*** *Some medical facilities require drug testing and or background check for students participating in an internship/externship or supervised practice experience. Cost for this service is the responsibility of the student and must be completed before beginning the internship or practice experience begins.*

***Injury or illness while in a facility for supervised practice:*** *Students are responsible for payment of medical services rendered to them in a facility where they practice under the supervision of facility or university personnel. The terms of affiliation agreements between the University and health care facilities or other facilities may have specific provisions relating to injury or illness and the treatment of same. Students are responsible for informing themselves about such provisions.*

***Attendance:*** *Students are expected to attend all classes, field trips and labs. Specific attendance policies can be found with the course syllabus.*

**Inclement Weather Statement:**

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the calendar schedule may be adjusted.

***Students are encouraged to ask questions about insurance requirements, safety, and injury or illness while in a facility for supervised practice.***

**Special Statement from Samford University for Fall, 2021: COVID19**

<https://www.samford.edu/emergency/information/coronavirus/>





## Student's Privacy Rights:

### Family Educational Rights and Privacy Act-

[https://catalog.samford.edu/content.php?catoid=17&navoid=1125#Family Educational Rights and Privacy Act](https://catalog.samford.edu/content.php?catoid=17&navoid=1125#Family_Educational_Rights_and_Privacy_Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students.

These rights are:

- Eligible students have the right to inspect and review all their educational records maintained by the school. The student must contact the Office of the Registrar to make an appointment to view their academic record.
- Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, Samford University must have permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need to know
  - Other schools to which a student is transferring
  - Parents when a student over 18 is still a dependent
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, "directory type" information, such as a student's name, address, and telephone number. Samford University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. *An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Registrar by the last day to drop/add without financial penalty in a semester or term. \*from Samford University Catalog:* [https://catalog.samford.edu/content.php?catoid=17&navoid=1125#Family Educational Rights and Privacy Act](https://catalog.samford.edu/content.php?catoid=17&navoid=1125#Family_Educational_Rights_and_Privacy_Act)



---

# Professionalism

---

Students in Nutrition and Dietetics are expected to exhibit professionalism in dress, communication, and actions with other students and the public.

Professional conduct: Students should be familiar with the Code of Ethics from the Academy of Nutrition and Dietetics: <http://www.eatright.org/codeofethics/> Academy Code of Ethics. Students are expected to adhere to the guidelines of professional practice set forth in the Academy Code of Ethics. The code of ethics applies to all Dietetic professionals.

Information about professional ethics will be covered in most upper level 300 and 400 NUTR classes with special emphasis in NUTR 210 and NUTR 491.

Student conduct: review the student code on conduct in the Student Handbook: <http://www.samford.edu/files/Student-Handbook.pdf>

**Dress:** Nutrition and Dietetic students are ambassadors for the Nutrition and Dietetics Department both on and off campus. They are expected to be neat and clean in appearance and adhere to all dress code requirements of the facility to which they have been assigned or are visiting on a field trip. Remember: a first impression is important and when the facility directors look at you, they see who you represent – Samford Dietetics and Samford University. Note that some classes (NUTR 110, 312, 412, 413 and 414) have specific dress codes to protect students from spills and falls in the Foods areas. The Dress Code policy for the Department of Nutrition and Dietetics can be found in **Appendix 4**.

**Communications:** Nutrition and Dietetic students should carefully consider the content of email messages, text messages and voice mails. Net Etiquette is important and not every recipient of your messages will understand your written content, use of grammar and punctuation or use of emoji's in the same way they might if speaking directly to you. Remember that what you say or post on social media can often be viewed by others, even potential DI directors or interviewers.

**Behavior and Actions:** Nutrition and Dietetics students should be respectful of others. This can include inappropriate use of electronics in class (not for note-taking purposes), texting or emailing during class. Cell phones must be in silent mode or off during class and are should not be visible during tests or exams.



---

# Professional Involvement

---

## **SAMFORD STUDENT DIETETIC ASSOCIATION**

The Student Dietetic Association (SDA) is a student led organization of Nutrition and Dietetics majors, Foods and Nutrition majors and Foods and Nutrition minors from Samford University. It is an affiliate associate of the Birmingham District Dietetic Association, the Alabama Dietetic Association and the national Academy of Nutrition and Dietetics. The Student Dietetic Association is an active group at Samford University. SDA members participate in special projects on campus and within the community to promote good health and nutrition education. SDA also helps keep majors informed about nutrition issues at the local, state, and national level. Within SDA students receive help and resources needed to prepare for life after college such as how to apply for graduate school and dietetic internships. The SDA provides important opportunities for students to meet and network with dietetic professionals as they progress throughout their undergraduate education. The Samford SDA was awarded the 2006, 2008-2011, 2013-2017, 2019-2020 and 2020-2021 *Outstanding Student Dietetic Association* by the Alabama Dietetic Association.

## **ACADEMY OF NUTRITION AND DIETETICS**

It is highly recommended that by your junior year you enroll as a student member of the Academy of Nutrition and Dietetics. Also available to you through the Academy, for an additional membership fee, are student memberships in Dietetic Practice Groups. The membership year runs from June through May 31 of each year.

To get more information and to become a member of the Academy of Nutrition and Dietetics: Academy of Nutrition & Dietetics – student membership: \$58.00/year.

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>

## **ALABAMA DIETETIC ASSOCIATION**

When you join the Academy of Nutrition and Dietetics as a student member, you are automatically a member of the Alabama Dietetic Association.

## **BIRMINGHAM DISTRICT DIETETIC ASSOCIATION**

Membership in the Birmingham District Dietetic Association is available to students for \$15.00/year. The membership year begins in September. Meeting times and dates are announced through emails from the Student Dietetic Association.

## Appendix 1

# Nutrition and Dietetics: Faculty Directory

<b>FULL-TIME FACULTY</b>			
<b>Faculty Member</b>	<b>Title</b>	<b>Contact Information</b>	<b>Courses Taught</b>
Suresh Mathews, PhD, MPhil, MSc, FACN, FICS	Chair, Professor	(205) 726-4511 <a href="mailto:smathew1@samford.edu">smathew1@samford.edu</a> CHS #1610	Adv. Nutr. I and II; Research Methods, Senior Seminar; Nutrigenomics, Diabetes Care; Diet. Suppl. Funct.Foods, Capstone Project
Amy Cameron MS, RD, LD	DI Director; Instructor	(205) 726-4870 <a href="mailto:acamero1@samford.edu">acamero1@samford.edu</a> CHS #1607	Intro to Nutr & Diet, Nutr. Couns. Wellness; Sup.Prac. Child Nutr, Sup.Prac Comm Nutr, Culminating Pract., Lifestyle MNT
Clara Darling MS, RD	Foods Lab Director, Instructor	(205) 726-2930 <a href="mailto:cdarling@samford.edu">cdarling@samford.edu</a> CHS, #1613	Prin. Food Prep; Exp. Foods; Food, Culture, Society
Megan Kaal MS, MBA, RDN, LD	Clinical Coordinator; Instructor	(205) 726-4670 <a href="mailto:mmhodes@samford.edu">mmhodes@samford.edu</a> CHS #1598	Dir. Prof. Pract; Personal Nutr., Cultivating Nutr.Hlth, Sup.Prac. Food Svc. Mgt., Sup.Prac. MNT
Keith Pearson PhD, RD, LD	Assistant Professor	(205) 726-4789 <a href="mailto:kpearson@samford.edu">kpearson@samford.edu</a> CHS #1608	Nutr. Sci. Hlth. Prof; Research Methods, Senior Seminar, Lifestyle Nutr, Adv. Clin. Nutr, Res Meth Nutr Diet, Nutr Seminar
Donna R. Seibels MS, RDN, LD, FAND	DPD Director, Assistant Professor	(205) 726-2570 <a href="mailto:drseibel@samford.edu">drseibel@samford.edu</a> CHS #1609	MNT I and II; Prof. Issues in Dietetics; Lifecycle Nutr; Dir. Prof. Pract; Nutr Assmnt & Coun
<b>PART-TIME FACULTY</b>			
<b>Faculty Member</b>	<b>Title</b>	<b>Contact Information</b>	<b>Courses Taught</b>
Miriam J. Gaines MACT, RDN, LD, FAND	Instructor	(334) 354-4658 <a href="mailto:mgaines@samford.edu">mgaines@samford.edu</a>	Community Nutr.
Rachael Reddy, MS	Instructor	(205) 540-0433 <a href="mailto:rreddy@samford.edu">rreddy@samford.edu</a>	Prin. Food Prep
Guang Ren, Ph.D.	Instructor	(334) 329-4275 <a href="mailto:gren@samford.edu">gren@samford.edu</a>	Adv. Nutr. Metab
<b>SAMFORD WELLNESS KITCHEN</b>			
Sonthe Burge, MS, RD, LDN	Instructor	(205) 979-6822 <a href="mailto:sburge@samford.edu">sburge@samford.edu</a>	Basic Cul Nutr, Global Table
Katie Ghossein, MS, RDN, LD	Educator	(205)213-5960 <a href="mailto:cmghossein@gmail.com">cmghossein@gmail.com</a>	Basic Cul Nutr, Cooking for Blood Gluc Ctrl

Jessica Cox Ivey RDN, LD	Educator	<a href="mailto:jivey1@samford.edu">jivey1@samford.edu</a>	Basic Cul Nutr, Global Table
Andrea Kirkland MS, RD	Educator	(205)310-0288 <a href="mailto:akirkla1@samford.edu">akirkla1@samford.edu</a>	Basic Cul Nutr, Cooking for Blood Gluc Ctrl
Laura Zapalowski	Educator	(504)460-6573 <a href="mailto:lemartin@samford.edu">lemartin@samford.edu</a>	Basic Cul Nutr, Cooking for Blood Gluc Ctrl
<b>STAFF</b>			
Sue Collins	Admin. Assistant	(205) 726-4672 <a href="mailto:scollin4@samford.edu">scollin4@samford.edu</a> CHS #1617	

**Appendix 2**

# ACEND Knowledge Requirements and Learning Outcomes for DPD's

KRDN #	KRDN EDUCATION	Course #
<b>Domain 1:</b>	<b>Scientific and Evidence Base of Practice: integration of scientific information and research into practice</b>	
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.	
<b>Domain 2:</b>	<b>Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice</b>	
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 inter-professional 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 inter-professional 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.	
<b>Domain 3:</b>	<b>Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>	
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.	
<b>Domain 4:</b>	<b>Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations</b>	
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.	



---

## Application Process for Dietetic Internship

---

Applying for a Dietetic Internship/supervised practice experience is a process that begins with the portfolio you develop in the Intro to Nutrition and Dietetics class (NUTR 210) taken in the freshman year. NUTR 491 –Professional Issues in Dietetics is the culminating course that focuses on the profession of Dietetics and application to a supervised practice program such as a DI program or graduate school. Early attention to factors that will increase the likelihood of acceptance into a supervised practice program/DI program is important as the match rate for a DI program hovers around 48-50%. This is a very competitive application process with the availability of Internship slots at time, significantly less than the number of slots needed by students. It is very important that students maintain a GPA above 3.0 and gain additional nutrition related experience outside of the class environment. **Completion of DPD requirements and receipt of a verification statement is NOT a guarantee of acceptance into a DI program.**

Application to a DI program begins with a centralized application process called DICAS or Dietetic Internship Centralized Application Service.

Points to consider in selecting a Dietetic Internship:

- Location within the country
- Affiliation of program: university, hospital, community
- Cost
- Number of student slots
- Length of program
- Availability of master's program; amount of graduate credit given
- Part-time, full-time or distance options
- Stated emphasis: Public Health, wellness, community, food service, clinical

Important points and factors to consider that will affect acceptance into a DI program:

- ❖ GPA – most supervised practice programs such as a DI, require a cumulative GPA of at least 3.0 for admission. Because entry into a DI is so competitive, a GPA of 3.0 or higher will increase the acceptance rate. A DPD science GPA and a DPD professional GPA are calculated on the DICAS application to give the DI programs a better understanding of a student's success in the DPD program. Grades are important – if a student scores less than a B- on any NUTR course or DPD required course it must be repeated.
- ❖ Student involvement – student membership in organizations that promote nutrition and health are encouraged and can be seen by DI acceptance committees as a sign of interest and commitment to the field of Dietetics and Nutrition. Examples of such

groups at Samford are the Student Dietetic Association, Samford Body Positive, This is H.E.A.L.T.H. and the Birmingham District Dietetic Association.

- ❖ Student leadership – development of leadership skills through involvement with groups and/or project and activities is also considered a sign of commitment to the Dietetics profession.
- ❖ Work experience – this can indicate that you manage time wisely, are productive and are a competent worker. Work experience paid or volunteer, in any area of food production, sales, nutrition education, marketing or business related to nutrition is recommended.
- ❖ GRE – take the GRE the summer between your junior and senior year. This allows time to retake the exam if scores are not on the level required by the DI. DI and graduate programs will publish their required scores on their web site and/or application materials.
- ❖ Resume – begin a resume early in your college career and update every semester. This process should be part of the portfolio process begun in NUTR 210. Keep copies of projects that showcase your abilities.
- ❖ National Meetings – try to attend at least one national meeting –FNCE (Food and Nutrition Conference and Expo) - during your college experience. The contacts and information gained from these meetings will increase your understanding and excitement about the profession of Dietetics. Another benefit to students is the Internship fair open to all students, usually on the first day of the national meeting. At the fair you will have the opportunity to meet with many DI and graduate school programs to ask question and obtain education materials.
- ❖ References – you will need at least three letters of reference for your DI application. Keep this in mind as you take college classes and work with area Dietitian/Nutritionists. The relationships you develop are important.

### **Application process – details covered in NUTR 491-Professional Issues in Dietetics**

- ❖ Begin to think about and investigate DI programs in your sophomore and junior year. Ask other RD's about their experience, research and visit the cities and campus where the programs are located.
- ❖ Attend DI open house events in the fall of your senior year. Some of these can be located on site or virtual.
- ❖ Begin the DICAS application in the first semester or your senior year. The application process has a match date in April for spring graduates who plan to begin a DI in either the summer or fall and in October for fall graduates who plan to start in January.
- ❖ A **Declaration of Intent form** is needed for the DICAS application. This can be obtained from Mrs. Seibels, the DPD director. This form lists course work that needs to be completed before DPD course requirements are met.
- ❖ DI programs may require additional application materials that are not submitted through DICAS – pay attention to the application requirements.
- ❖ Graduate school applications are generally separate from DICAS and require additional application materials.



- ❖ A **Verification statement** – indicates that DPD coursework has been completed by the student. This form is required by the supervised practice/DI program and is given to each student when all graduation and DPD requirements have been met and the degree has posted as verified by Student Records. The student will receive six original copies of the verification statement via mail approximately one month after graduation. One original copy will be kept in the DPD office. Original copies are required by the DI program as well as by other supervised practice programs and agencies. Please keep your copies in a secure location for future use.
- ❖ When applying to DICAS – if the student has already received a BS degree from a DPD program, then the verification statement is submitted instead of the declaration of intent form.
- ❖ Computer matching of DPD students with DI spots is a required component of the Internship matching process. D&D Digital is the company responsible for the computer matching process. Information from D&D Digital can be found: [www.dnndigital.com](http://www.dnndigital.com). Cost to the student is \$55.00.
- ❖ The Academy student website has additional information about the match process. <https://www.eatrightpro.org/acend>





## Departmental Attire/Dress Code

---

### **General Expectations for the undergraduate student:**

Undergraduate Dietetic Students are expected to dress in a professional and conservative manner for field trips, on campus nutrition activities, professional growth opportunities and any other public interactions representing Samford's DPD program. The Samford Dietetic Program (DPD) nametag should be worn in SIM lab, in experiential field placements, and on field trips. If assigned to a fitness center or teaching garden, students are to attire appropriately, yet professionally for the setting. If a lab coat is required by the facility, a clean and pressed white lab coat should be worn over professional attire. Lab jackets are to be knee length, two front pockets, and a plain style. Students are responsible for laundering and ironing lab coats.

### **Hair and Hygiene:**

Hygiene and neatness are of the utmost importance. Hair must be clean and neatly styled. Facial hair must be neatly trimmed.

### **Jewelry:**

Jewelry should meet the policies and guidelines of each facility visited in a field trip or used for experiential learning – including the SIM lab. In addition, rings are limited to wedding rings/bands with one ring per hand. Watches should be professional in appearance. Earrings will be no larger than two inches in diameter or length and no more than 2 pair may be worn. Body piercing other than in the ears will not be allowed and if worn must be covered before entering a facility. This includes but is not limited to nose and eyebrow piercings. All visible tattoos must be covered.

### **Food Safety:**

For experiential learning in food production areas, all regulations from the Health Department must be followed. In addition to the items listed above in **Hair & Hygiene** and **Jewelry**, the following is required/amended:

- Closed-toed, non-slip shoes must be worn.
- Hair shoulder-length or longer must be pulled back in a restraint and hairnets or other hair covering which contains all hair must be worn while in production or service areas.
- Facial hair must be covered while working in food production or service areas.
- Fingernails must be short and clean, no fingernail polish allowed in food preparation areas. If fingernail polish is worn, then food service gloves will be required. No artificial nails are permitted.
- No rings, bracelets, dangle earrings or loose-fitting sleeves will be permitted.

- No necklaces, neckwear, or scarves
- Chewing gum is not allowed.
- An apron (provided) and/or a chef's coat must be worn in food production facilities.

The dress code is in effect regardless of the standards onsite unless a site has a more stringent or formal dress requirements. If the facility dress code is more relaxed than the Nutrition and Dietetics Department dress code, the preceptor and student are to understand that the Department dress code takes precedence, and the student is expected to follow it. The student should obtain a copy of the facility dress code on or before the first day of experiential placement. If a student's appearance is considered inappropriate by the preceptor or professor, the student will be asked to correct the situation before participating in scheduled activities and the student will be required to make up time missed. In such cases, the preceptor shall notify the DPD director or professor in the class. A repeat violation within the same experience will result in removal from the practice site.

**Regardless of facility dress code, items shown in the Table below\* are never acceptable for experiential field placement, field trips, or any other public interaction representing Samford's DPD program.**

*The following items are considered inappropriate and are not to be worn, even if allowed by the rotation/experiential learning facility dress code:	
Jeans	Open-toed shoes/sandals
Shorts	Flip flops
Cropped pants	Slides
Sundresses	Heels more than 3 inches
Tops or bottoms which show the midriff or expose cleavage	
Any clothing that is too tight or too short	
Sheer fabric without undergarments	
Tops with only spaghetti straps which show under garments	
Warm-up suits, sweatshirts, sweatpants, yoga pants, or other exercise type clothing	
Wrinkled apparel	
Hats or headgear unless related to cultural/religious beliefs or practices (caps are allowed if they are permitted as hair restraints by a foodservice rotation site)	
Pants should be at the waist or hips; no undergarments should show	
No excessive make up and no perfume	

Any questions about the Departmental Attire/Dress Code Policy should be directed toward the DPD Director, the Food Lab Director, or the class professor.

---

## Signature Page

---

I certify that I have received a copy of the Samford University Handbook for Nutrition and Dietetics and that I have read and understood the policies and guidelines within the handbook.

I agree to follow the guidelines and policies within this handbook.

Print a copy of this form, sign and return to Mrs. Seibels in the DPD office: CHS 1609.

This form will be kept in the student's file within the DPD office.

---

Student Signature

---

Printed Student name

---

Student ID number

---

Date

---

Date received from student