

# Stark State College



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[www.starkstate.edu](http://www.starkstate.edu)

## DIETETIC TECHNICIAN PROGRAM

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Approved by HPS Dean: 12/1/2017

Approved by Program Advisory Committee: 12/1/2017

## HANDBOOK INTRODUCTION

The purpose of this Handbook is to familiarize you, the student, with the policies and procedures of Stark State College and the Dietetic Technician Program.

All Stark State College students must comply with college policies and procedures. These policies and procedures are set forth in detail online at [www.starkstate.edu/policies](http://www.starkstate.edu/policies). You can read a summary of the policies and procedures in the Student Handbook/Planner. Copies of the Student Handbook/Planner are available, free of charge, in the College Store. You may also locate the Student Handbook/Planner online on eStarkState/Blackboard or on *mySSC*.

Stark State College policies and procedures include specific details about important items such as academic and career advising; resources and support for students; students' rights and regulations for behavior; academic honesty and integrity; and financial aid, in addition to many others. As a student in this Program, you are responsible for reading and complying with all the College policies and procedures.

This Program has additional policies and procedures specifically designed for students. These Program policies and procedures are described in this Handbook and include attendance requirements; grading policies; dismissal and readmission policies; rules on appearance and attire; course sequencing; and graduation requirements, in addition to many others. As a student in this Program, you are also responsible for reading and complying with all program policies and procedures.

These policies and procedures are designed, in part, to support and enhance your experience as a student at Stark State College and contribute to your success in the future. They are an important part of your college education.

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### **STARK STATE COLLEGE MISSION STATEMENT**

Stark State College positively impacts the life of each student and our communities by providing access to high-quality, relevant, and affordable education.

### **STARK STATE COLLEGE VISION STATEMENT**

Stark State College aspires to be Ohio's leading community college in fostering student success and community prosperity through innovation, responsiveness, and partnerships.

### **GENERAL EDUCATION PURPOSE STATEMENT**

General education provides students with a breadth of knowledge and capacity for lifelong learning. It stretches students' minds, broadens their experiences, and develops skills to adapt to changing environments. General education prepares students with the skills to communicate effectively, problem solve, analyze, locate and gather information, and think critically and logically. It teaches students to understand and appreciate diversity and its interrelationships, sustainability, as well as community engagement and informed citizenship. Students are taught personal integrity, social responsibility, and the interpersonal skills needed to succeed in a professional environment.

Our general education philosophy is embedded in our mission and vision and is supported by our core values. These core values serve to emphasize our commitment to students, to learning, to shared responsibility, and to the continuous improvement of the education we offer. We work collaboratively to create a campus culture that is academically challenging and emotionally supportive.

### **HLC ACCREDITATION STATEMENT**

Stark State College is accredited by:

The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411; 312-263-0456 or 800-621-7440; Fax 312-263-7462; [info@hlcommission.org](mailto:info@hlcommission.org); [www.hlcommission.org](http://www.hlcommission.org)

## PROGRAM SPECIFIC POLICIES

### PROGRAM INTRODUCTION AND MISSION STATEMENT

#### **Dietetic Technician Program Mission Statement**

The Dietetic Technician Program of Stark State College will provide general and technical course work required to prepare the student to acquire the skills, knowledge and competencies defined by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics for successfully passing the competency examination for the Registered Dietetic Technician. The program is designed to meet the needs of the community in regards to the constantly changing environment of nutrition and dietetics and to prepare the student for a transferable advanced education in the area of dietetics.

*The following is subject to the discretion of the Program Coordinator for any variance:*

This Program runs in a cohort style manner, meaning that, a new group of students starts each fall and completes their coursework in sequence together. Therefore, some Program polices may vary from Stark State College policy. This program reserves the right to modify Program specific polices under the Stark State College Departmental Academic policy (see Policy 3357.09(K):15-13-38).

#### **PHILOSOPHY**

The philosophy of the Dietetic Technician Program is to support the diverse needs of student learning of program content. Equitable and inclusive practices are employed to foster an environment for learning, achieved by engaging students in active learning and utilizing assessment tools that:

- Foster critical thinking skills
- Encourage lifelong learning
- Help students develop evidence-based problem-solving strategies
- Prepare students to function as entry-level dietetic technicians

#### **GOALS**

Program Goal 1 and Outcome Measures:

**Goal #1**– Stark State College Dietetic Technician Program graduates will be prepared to practice as entry-level nutrition and dietetics technicians.

- a. At least 80% of students complete program requirements within 3 years (150% of planned program length)". (RE 2.1.c.1.a)
- b. At least 70% of program graduates take the CDR credentialing exam for nutrition and dietetics technicians within 12 months of program completion". (RE 2.1.c.1.c.1)
- c. 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 nutrition and dietetics technicians is at least 70%". (RE 2.1.c.1.c.2)
- d. At least 70% of employers completing surveys for graduates working in nutrition and dietetics or related fields will rate graduates as meeting satisfaction expectations for an entry-level dietetic technician. (RE 2.1.c.1.d)

Program Goal 2 and Outcome Measures:

**Goal #2-** Stark State College Dietetic Technician Program graduates will obtain employment or further education in nutrition and dietetics or related fields.

- a. Of graduates who seek employment, at least 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation”. (RE 2.1.c.1.b)
- b. Of graduates who identify further education as a goal at graduation, at least 70% percent have applied to a higher education program in nutrition and dietetics or related fields within 12 months of graduation.

### **LEARNING OUTCOMES (PLOs)**

The Program Learning Outcomes are as follows:

- Access data, references, patient education materials, consumer and other information from credible sources and present to either clients or patients.
- Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.
- Perform specific activities of the nutrition care process as assigned by registered dietitians in accordance with the Scope of Dietetics Practice for individuals, groups, and populations in a variety of settings.
- Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.

See “Competencies” for a complete list of program learning outcomes for the associate degree programs. These competencies are in addition to the General Learning Outcomes at Stark State College:

- Effective communications
- Quantitative literacy (Includes computational skills)
- Information literacy skills
- Critical thinking skills
- Global and diversity awareness
- Civic, professional and ethical responsibilities

In meeting the General Learning Outcomes Assessment, the Dietary Program expects to assess the above skills and to assist the student in mastering them. As such, the Dietary Program will grade written work for grammar and math functions,

### **ACCREDITATION STATEMENT**

The Stark State College Dietetic Technician Program has been granted full accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), and prepares students for employment in the area of nutrition care, food service management, community nutrition, and business and industry. The ACEND/AND may be reached at:

ACEND/Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago IL 60606-6995

(312) 899-0040, ext.5400  
[www.eatright.org/ACEND](http://www.eatright.org/ACEND)

## **ORIENTATION**

Every Dietetic Technician student is required to attend a Dietary Program Orientation. During the Orientation, the following will be reviewed:

- Overview of College policies
- Review of the program handbook policies and procedures
- Students will sign an “Acknowledgement of Policies and Procedures” statement, as found in the back of each Handbook. This form will be kept in each student’s file in the Program Coordinator’s office
- Eligibility requirements for directed practices
- Meet Dietary Program faculty and fellow students

Students that have not attended an Orientation will not be permitted to begin directed practice experience. It is the student’s responsibility to make arrangements to make up an Orientation.

## **GRADUATION REQUIREMENTS**

This program utilizes the Stark State College Graduation Requirements policy (see Policy 3357.09(K):15-13-17) with the following exceptions:

Candidates for graduation must satisfactorily complete the Dietetic Technician Program as evidenced by attainment of a “C” or better in the technical courses, with an overall grade point average not less than 2.0. Students are expected to have contact with Dietary Program faculty advisors each semester to review status and progress towards graduation or certificate completion. The student is expected to complete all graduation requirements within the allowed eight (8) semesters, from the beginning of the program.

A maximum of 40 semester hours of credit transferred from other institutions in accordance with Policy No. 3357:15-13-25 of the Stark State College Policies and Procedures Manual may be used toward the completion of an associate degree. In the event more than 40 semester credit hours are to be transferred for this purpose, approval of the Provost is required.

Candidates must complete an application for graduation form and pay the fee, according to the timelines established by the College, as found on the College web page.

## **VERIFICATION STATEMENTS**

At the time of graduation, the Program Director will complete required documentation for each student’s verification statement allowing graduating students to be eligible to take the Registration Examination for Dietetic Technician candidates. Verification statements are based on the completion of all competencies, hours, and graduation requirements noted in the program handbook. This documentation will be submitted to the Commission on Dietetic Registration (CDR), and they will send the student a request for additional information required to take the examination. The entire process, from the time the CDR receives the program director candidate eligibility information to the time the candidate receives the Pearson VUE examination application email is typically 3 to 4 weeks. Verification statements are not provided for degrees not earned at Stark State College.

Completed verification statements are digitally signed in a secure manner and sent to each graduate. Physical copies of verification statements are secured in the Program Coordinator’s office and available to the Department Chair in the absence of the Program Coordinator.

## **GRADING POLICY**

The Dietetic Technician Program utilizes the Stark State College Grading System Policy (see Policy 3357.09(K):15-13-07). The student's grade point average is computed by the following formula: total quality points earned divided by the Grade Point Average (GPA) earned hours.

The numerical range for each letter grade is as follows:

Percentage	Letter Grade	Quality Points
90-100%	= A	4.0
80-89%	= B	3.0
70-79%	= C	2.0
60-69%	= D	1.0
0-59%	= F	0

## **DISMISSAL AND READMISSION FROM THE PROGRAM**

### **Dismissal**

All students must achieve a "C" or better in all technical courses. Technical designated curriculum courses must be taken and passed in sequence, i.e. successful completion of one course before being permitted to take the next semester's courses.

Prior to dismissal a student may be placed on probation or provisional status in the program. Any student whose grade point average falls below 2.0 will be placed on probation. Any student receiving a grade below "C" in any Dietetic Technician Program course will be put on provisional status in the program. Students receiving less than a "C" will need to retake the course prior to being eligible for graduation from the program. Students on academic probation are required to meet with the Program Coordinator before the beginning of the next semester in order to plan the student's future course work. Students placed on probation must show considerable improvement in coursework or be subject to dismissal. Students on academic probation must meet with and have their enrollment registration form signed by their academic advisor prior to registering.

Students may be dismissed from the Program under the following conditions:

1. A grade of "D" or "F" in any repeated required technical course in the Dietetic Technician program.
2. A grade of "D" or "F" in any 2 or more technical courses in the Dietetic Technician Program.
3. Failure to attain a 2.0 cumulative GPA for two consecutive semesters.
4. Violation of any policy of the Program, clinical site or College. Violations could include any conduct that is determined to be unsafe, unethical, illegal, or unprofessional.
5. Violation of professional or ethical conduct, as described in this handbook or in accordance with the Academy of Nutrition and Dietetics Professional Code of Ethics (see "Conduct" section).
6. Dismissal from a Directed Practice site due to behavior or conduct issues. Documentation will be provided to the student.



This Program runs in a cohort style manner, because of this, students are only permitted to be readmitted twice to the Program. It is the policy of the Program that any combination of three unsuccessful achievements and/or withdrawals involving technical education courses will result in the student receiving a final dismissal from the Program (see Policy 3357.09(K):15-13-38). Exceptions to this policy (such as medical necessity) will be made on an individual basis. The Program Coordinator/Dean has the discretion to make exceptions to this policy based on formal review and extenuating circumstances. The third dismissal is considered the final dismissal from the Program.

When a lapse of two years between courses occurs, a student may be asked to repeat as the content of a course may have changed.

Any student who is considering withdrawing from any course should additionally review the College Withdrawal policy (see Policy 3357.09(K):15-13-16).

Students repeating a course should additionally review the College Repeating a Course policy (see Policy 3357.09(K):15-13-08).

Dismissal from, or dropping out of the Program does not necessarily constitute dismissal from Stark State College. The student may still be eligible to take Stark State College courses not in the Program (see Policy 3357.09(K):15-13-13).

### **Readmission/Reinstatement from the Program**

#### Application Phase:

1. The student must submit a formal request to be readmitted into the Program utilizing the Health and Public Services Readmission Application (form available on *mySSC*).
1. All requests shall be submitted to the Program Coordinator within 30 calendar days of the posting of semester grades or date of dismissal from the Program.
  - a. Students who do not submit a formal written request within 30 days of dismissal will not be eligible for reinstatement and will receive a final dismissal from the Program, unless special circumstances are identified.
  - b. It is not the obligation of Program faculty to notify and/or remind the student of the Program's requirement to submit a letter requesting Program readmittance.
2. The student must contact Financial Aid to review their financial aid status.
3. Attach a type-written letter answering the following questions clearly and completely:
  - a. What behaviors and circumstances led to your academic dismissal?
  - b. What changes have you made and what steps have you taken to ensure the factors causing your earlier difficulties will not continue to cause you difficulties if reinstated?
  - c. What will you do to succeed in the program you have chosen?
4. Submit the completed *Health and Public Services Readmission Application* and *letter* to the appropriate department chair/program coordinator.
5. Resolve any student account issues. Contact the Cashier's office if you have an outstanding balance with the college as all balances must be paid in full in order to register for classes should you be readmitted to the College.

Remediation Phase: The goal of the Remediation Phase is to prepare the student for successful reintegration into the Program.

- A decision on readmission will be reviewed and dependent upon the following: eligibility to be readmitted, timely submission of a written request to return to the Program that complies with the stated requirements, appropriate medical release (if student is on medical leave), and space availability in the Program.
- Once a decision regarding readmission is made, the student must meet with the Program Coordinator to develop a Learning Contract.
  - The Learning Contract is an agreed upon document between the student and Program Coordinator that will outline the specific academic plan to foster student success.
  - Taking an independent study course may be required for many students. This decision will be made on a case-by-case basis. The independent study course will be developed for the individual needs of the student.
  - Students dismissed due to academic reasons and who seek readmission to the Program will be required to demonstrate knowledge of the skills and competencies previously learned prior to being readmitted to the Program. Students may be required to repeat technical coursework or demonstrate competency in the form of an independent study course.
  - Once signed by the student and Program Coordinator, the Learning Contract must be successfully completed in order for the student to be reintegrated into the Program. Unsuccessful students will receive a dismissal from the Program.

Reintegration Phase:

1. Reintegration in the upcoming class is based upon successful completion of the application phase, remediation phase, space availability and chronological order of the request for reinstatement.

Academic Probation and Dismissal from the College

If a student's cumulative grade point average (GPA) falls below 2.0 in any semester, the student may additionally be placed on College Academic Probation and Dismissal, which is a separate policy and procedure than this Program Dismissal and Readmission policy (see Policy 3357.09(K):15-13-13).

### **REMEDIATION**

If a student achieves less than a 70% on a quiz/test/examination, the student should meet with the instructor during office hours to review the quiz/test/examination. The instructor may remediate individually or choose to hold a small group session. Instructors will have their own policy for remediation. Students that receive an Early Alert must meet with the instructor to set up an improvement plan.

### **Early Alerts**

Students not making satisfactory academic progress (below "C" level) in a class will be sent an Early Alert notification from the instructor on or before the completion of 25% of the course. This electronic communication will inform students of their lack of academic progress and will offer an indication of the concern and various academic support services available to them through the College. The Early Alert notification is not part of the student's permanent academic record.

### **Midterm Grades**

During the seventh week of the fall and spring semesters and the fourth week of summer semesters, all students are provided a midterm grade to ensure they are aware of their progress in the course. Instructors reinforce with students not achieving a passing grade to meet to establish plan for improvement.

### **TUTORING**

Tutoring is available for selected coursework to Stark State College students. Students requiring tutoring services should contact the Tutoring Center.

### **FACULTY CONTACT INFORMATION**

Program Coordinator: Michelle Igleheart, PhD, RD, LD

Office: J325

Phone: 330-494-6170, ext. 5767

Email: [migleheart@starkstate.edu](mailto:migleheart@starkstate.edu)

### **COURSE DESCRIPTIONS AND SEQUENCE**

#### **Technical Course Descriptions**

##### **NTR121 Nutrition for Health**

This course focuses on the essentials of nutrition as required for health. The composition of foods, as well as the functions, sources and interactions of essential nutrients within the role of the human body's metabolic system are discussed. Assessment of nutritional health risks, along with health promotion and disease prevention is discussed. The influence of age, growth and normal development of the life stages are discussed in terms of the nutritional requirements. Methods of meeting dietary needs and sources of reliable nutritional information are addressed along with current nutritional issues and research.

##### **NTR130 Food Operations**

This course integrates the principles of foods, foodservice operations, and food safety. A foundation of a variety of food categories is presented, including basic food science, classification, purchasing, preparation, and storage. Managerial accountability for menu planning, procurement, receiving, storage, and quantity production of food is examined. ServSafe coursework is included, reflecting managerial oversight of food safety and sanitation through all phases of the food operation. The course incorporates the National Restaurant Association ServSafe Food Protection Manager Certification Examination.

##### **NTR130L Food Operations Lab**

This lab coincides with the Food Operations course, NTR130 for Dietetic Technician majors only. The student will prepare foods using safety and sanitation methods learned in lecture and apply fundamental concepts of foods and recipe management. Basic food science principles will be discussed in the context of various food groups. Food preparation to include all major food categories, cultural food meal, and a basic modified diet for health.

##### **DMA135 Food Operations Directed Practice**

Under the supervision of a registered/licensed dietitian, registered dietetic technician, certified dietary manager or other approved foodservice professional, the student will complete 75 hours of directed practice in a foodservice setting and/or through approved alternate activities and

assignments. The student will participate in a variety of functions of a foodservice operation with particular emphasis on safety, sanitation, and the flow of food throughout the operation. Working with the preceptor, the student will apply the knowledge gained from required prior or concurrent coursework.

### **DTR228 Dietary Systems**

This course utilizes a foodservice systems approach to explore the interactions of a variety of processes, controls, inputs, and environmental factors in the effective management of a food operation. Consideration is given to factors, such as equipment selection, kitchen layout, and the oversight of procurement, production, distribution, sustainability, safety, and sanitation. Principles of management theories and functions of the food operation manager are examined, including hiring, training, scheduling, controlling budgets, and monitoring quality and customer satisfaction.

### **DMA155 Dietary Systems Directed Practice**

Under the supervision of a registered/licensed dietitian, registered dietetic technician, certified dietary manager or other approved foodservice professional, the student will complete 75 hours of directed practice in a foodservice setting and/or through approved alternate activities and assignments. The student will participate in a variety of functions of a foodservice operation with particular emphasis on management responsibilities for the food system. Working with the preceptor, the student will apply the knowledge gained from required prior and concurrent coursework.

### **NTR122 Introduction to Medical Nutrition Therapy**

This course builds on foundation knowledge of basic nutrition fundamentals and introduces skills for basic medical nutrition therapy, as it relates to nutritional screening, client interviewing and data gathering, nutrition-related calculations, modification of selected diet plans, implementing nutrition care and basic nutrition education, and documentation of relevant nutrition data. Federal and state regulations, including client/patient rights and documentation compliance, as it relates to nutritional care, will be reviewed.

### **DMA145 Nutrition Management Directed Practice**

Under the supervision of a registered/licensed dietitian or registered dietetic technician, the student will complete 75 hours of directed practice in a health care setting and/or through approved alternate activities and assignments. The student will participate in a variety of functions for management of nutritional care and services in a health care setting. Working with the preceptor, the student will apply the knowledge gained from the previous and current coursework.

### **DTR122 Life Cycle Nutrition**

Normal nutritional needs for individuals throughout the life cycle from conception through end of life are examined, including factors that impact nutritional status. Specialized needs and interventions for key nutrition-related conditions or diseases are also discussed.

### **DTR225 Community Nutrition**

Explore the concept of community, the role of nutrition in health promotion and perspectives for resolving community nutrition problems, including nutrition education. The role of the community needs assessment is discussed in the context of program planning, intervention, and evaluation. The course includes a review of community nutrition assistance programs for various life stages, determinants of health outcomes, measurement of nutrition and health status, food and nutrition

policy and legislative issues, and management of community programs.

#### **DTR226 Community Nutrition Directed Practice**

Under the supervision of a registered/licensed dietitian or other qualified preceptor, the student will complete 160 hours of directed practice in a community setting and/or through approved alternate activities and assignments. The student will observe, participate and demonstrate competence for standards related to food, nutrition and professionalism within diverse community settings. Student learning activities may include funding and policy impacts, nutrition education, individual and population health, and food security.

#### **DTR235 Medical Nutrition Therapy I**

Students will develop an understanding of the steps of the Nutrition Care Process (assessment, diagnosis, intervention, and monitoring and evaluation), which will be systematically utilized to explore nutrition-related problems. Coursework includes the nutritional implications of pathological conditions and alterations to diet for specific health issues or disorders, including but not limited to diseases of energy imbalance, cardiovascular system, upper gastrointestinal tract, and the endocrine system.

#### **DTR236 Medical Nutrition Therapy II**

The steps of the Nutrition Care Process (assessment, diagnosis, intervention, and monitoring and evaluation) will be systematically utilized to explore nutrition-related problems. Coursework includes nutritional implications of pathological conditions and alterations to diet for specific health issues or disorders, including but not limited to diseases or disorders of the lower gastrointestinal tract, gallbladder, liver, hematological, renal and respiratory systems. Additional topics include nutritional management of cancers, musculoskeletal, neurological, metabolic disorders, and the use of enteral and parenteral support as a means of nutritional intervention.

#### **DTR223 Med Nutrition and Professionalism Directed Practice**

Under the supervision of a registered/licensed dietitian or registered, dietetic technician, the student will complete at least 160 hours of directed practice in a health care setting and/or through approved alternate activities and assignments. The student will participate in the Nutrition Care Process, including required data collection and documentation for patient care. The student will collaborate with others in appropriate interventions for a variety of diseases and conditions. The student will also participate in an assortment of activities to develop and demonstrate professionalism.

#### **DTR229 Professional Dietetics**

The capstone course in the Dietetic Technician program integrates a variety of topics to promote career readiness, professionalism, and preparedness for the Commission on Dietetic Registration credential exam. Emphasis is placed on ethics; leadership characteristics and self-assessment; professional scope of practice and advocacy; and career preparation in dietetics and healthcare.

#### **Course Sequencing**

The Dietetic Technician Program is developed for students to follow a course sequence to ensure progressive learning and development of knowledge and skills. The Program's curriculum sheet with suggested course sequence is available in Appendix A.

The ultimate responsibility for successful completion of a student's program requirements lies with the student. Upon request, the Program Coordinator will assist the student in determining the proper

sequence for completing the coursework leading to graduation prior to or concurrently with the graduation application deadline

## **HEALTH AND PROGRAM REQUIREMENTS**

### **Document Manager**

Students are required to purchase access to a web-based software system for document management of the student's documents for program and directed practice eligibility. This system will house all the student's health requirements as well as some of the required Program forms. How to gain access will be discussed at the first orientation meeting. Students are responsible to maintain the original copies of all health requirements documentation and to ensure that health requirements remain current throughout the entire Program duration.

### **Health and Program Requirements**

Contracts and agreements with directed practice sites mandate that students have met all program and health requirements; therefore, the Program is obligated to assure that each student has met each of the following requirements prior to the start of directed practice. Each student is responsible for the cost of his/her own health and program requirement expenses. **All students, regardless of location of directed practice are required to utilize the document manager and complete the minimum requirements below.** Additional information regarding requirements will be provided to each student prior to the semester.

Health requirements may be further determined and updated as indicated by the directed practice sites.

1. A Health Report form must be completed and include the following:
  - A physical examination including a visual acuity eye exam is to be completed by a physician or other qualified healthcare provider, including a review and assessment for technical standards are critical to the program. See technical standards section below.
  - Required vaccines and/or titers, including TB test should be completed. (see Health Form).  
NOTE: Students may be required to have a flu vaccine prior to the directed practice experience at the site's request.
2. Liability insurance must be purchased through the College each school year the student is enrolled in directed practice. This policy is written by Chicago Insurance Company and covers "claims arising out of real or alleged malpractice when the injury being claimed is the result of error, accident, or omission. Payment on all court costs is also provided. Expert legal counsel and claims adjusters are immediately available to aid and defend the insured without cost." Limits of professional liability are \$1,000,000 for each claim up to a total of \$3,000,000 in any one year.
3. Each student is required to obtain a Stark State College photo identification badge. The badge has the student's name, picture, and program. The ID must be worn at all times at the directed practice site.
4. Criminal background checks will be conducted in conjunction with admission to a health program. A clean BCI/FBI report is required before student placement into a field site for directed practice can be completed. The Stark State College website provides a list of disqualifying offenses. Students must have an eligible background check prior to beginning directed practice. The program application reflects conditional acceptance into the program until the verification is provided.
5. Drug screening may be required at the discretion of the directed practice site, but is not

required by the Dietary Programs. The drug screen will be the financial responsibility of the student unless the directed practice site indicates otherwise. The directed practice site will determine a student's eligibility based on the results.

Students must maintain current (no more than one year old) health requirements, liability insurance, and background checks. In addition, the health requirements must remain current throughout the semester. If a health requirement expires during the semester, the student will be removed from the directed practice site until the requirement is met.

Along with the health requirements, students will also be required to complete the following items: confidentiality statement, HIPAA education, and clinical program release form. In addition, some directed practice sites may have facility specific content education modules or requirements to be completed prior to the assigned start date of the directed practice. Failure to comply may prohibit the student from attending the directed practice rotation and result in failure of the directed practice course.

### **Student Records/Privacy**

As part of the Program requirement, directed practice facilities will be provided with attestation statements and/or copies of the following information regarding the student working at the directed practice site:

- FBI/BCI (Bureau of Criminal Investigation) eligibility letter
- Health Insurance, if applicable
- Professional Liability Insurance
- Health information: including immunizations, TB and the general physical exam.

Stark State College recognizes its obligation to preserve student privacy rights in compliance with the Family Education Rights and Privacy Act of 1974. All SSC employees and directed practice site preceptors with access to the student's records are expected to maintain confidentiality. All students will sign an agreement upon entry into the Program that acknowledges the use of the above information.

In accordance with the College policy regarding student records, all information entered in a student's file is available for inspection by that student upon presentation of appropriate College identification, except for that information described in Section 3357.09(K):15-19-04 of the Policies and Procedures as adopted by the Board of Trustees of Stark State College. Additional details regarding requests are contained within the Stark State College Student Handbook.

### **Travel Insurance**

Students assume responsibility for accident liability to and from any off-campus activities, such as field trips, professional meetings, or the directed practice rotations.

### **Medical/Health Insurance**

Students are strongly encouraged to obtain health insurance. Students are responsible for any health or injury needs that arise while at the directed practice site.

### **Technical Standards**

Dietetic Technician responsibilities include some physical work, such as lifting and continuous walking, as well as the ability to communicate effectively on all levels, and to be able to handle stressful situations, as they occur.

*In accordance with Disability Student Services recommendations, reasonable accommodation can be made for any qualified student with a documented condition, if it does not fundamentally alter the nature of the Program, does not create an unsafe learning environment, and does not impose an undue hardship upon the Program, clinical site, faculty, staff or other students. Accommodation cannot be made for all components of the program.*

### Cognitive Functioning

1. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### Interpersonal Behavioral and Social Skills

1. The ability to show cultural competence in interactions with clients, colleagues and staff.
2. The ability to remain calm and respond in a professional manner in stressful situations.
3. The ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

### Oral and Written Communication

1. The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. The ability to communicate information and ideas in verbal form and writing using proper grammar, punctuation, and spelling.
3. The ability to read and understand information and ideas presented in writing.
4. The ability to communicate information and ideas in writing so others will understand.

### Physical Functioning

1. Ability to lift a maximum of 50 pounds occasionally, with frequent lifting or carrying of objects weighing up to 20 pounds.
2. Performing physical activities that require considerable use of your hands, arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and repetitious handling of materials (example: stirring).

### Sensing

Visual, Hearing, Taste, and Smell

1. The ability to see details at close range (within a few feet of the observer).
2. The ability to taste and smell to determine acceptability of foods and supplements.
3. The ability to hear spoken words.

Should a student feel that he/she may not be able to meet the above expectations, it is the responsibility of the student to notify the Program Coordinator and the Disability Support Services Office. The Disability Support Services (DSS) office offers a variety of services and accommodations to students with disabilities based on appropriate documentation, nature of the disability, and academic need. In order to initiate services, students should meet with the DSS staff early in the semester to discuss their needs. The DSS staff determines specific accommodations and services. If a student with a disability does not request accommodations through the DSS office, the instructor is under no obligation to provide accommodations. You may contact the DSS office at 330-494-6170, ext. 4935, to schedule an appointment. The DSS office is located in B104.



## **CLASS AND LAB POLICIES**

Classroom and lab policies will be clearly stated by each instructor per the class syllabus. In the lecture component of the program, the student will be evaluated by a variety of tests and assignments. Attendance is taken and expected per College policy. Please refer to the section below on attendance.

### **Course/College Withdrawal**

A student may drop a class or all classes from the College before the end of the seventh calendar day (excluding holidays and emergency closings) of any academic period without academic penalty. Any changes made during this period will not become a part of the student's academic record. Students should refer to the posted refund schedule.

Beginning with the eighth calendar day through the published withdrawal date, the College gives students an opportunity to withdraw from a class or all courses. It is the student's responsibility to withdraw by the published withdrawal date and to satisfy any financial obligations to the College. A student is officially withdrawn from a course once a signed, or electronically submitted, "Schedule Change" form has been submitted to the Academics Records/Registrar's Office. A grade of "W" will appear on the student's academic record.

Beyond the published withdrawal date through the end of the last instructional day, a student with an emergency or extenuating circumstance may receive a grade of "W" only upon consultation with the instructor and approval from the department chair. Sufficient supporting documentation shall be provided by the student when making such a request.

***If a student is a financial aid recipient, it is strongly recommended the student consult with a financial aid representative to discuss ramifications of withdrawing.***

Dates for the last days to withdraw are posted every semester on the College web page, [www.starkstate.edu](http://www.starkstate.edu), as well as on course syllabi.

### **Classroom and Laboratory Attire**

Students are expected to present themselves in a manner that is not a distraction or disruption to the classroom. Specific laboratory attire will be stated in the class syllabus, as it applies.

### **Electronic Devices**

The decision to use personal electronic devices in the classroom will be made by each program faculty member and defined in the course syllabus (see Policy 3357.09(K):15-13-37).

### **Classroom and Laboratory Attendance**

The Federal Financial Aid Guidelines require that all colleges monitor attendance. This is necessary to document that students are eligible for the funds they receive. The Federal Government mandates that non-attendees be dropped and federal monies be returned to the Federal Government. Therefore, Stark State College will monitor attendance for all students, since it is not known by the instructors which students receive federal funds. Students not attending classes risk being dropped from courses and having their financial aid cancelled or reduced. It is the intent of the faculty to foster attendance habits that carry over into the work setting as positive attributes. Attendance at all class sessions and directed practices will be monitored.

The College refers to the student experience hours as directed practice. Students are required to attend

all classes and directed practice hours and to arrive on time. A student's late arrival disrupts the instructor, the other students, and the presentation of the instructional material. Active participation involves taking part in the classroom discussion, question sessions and group activities. Failure to meet the required number of lecture or directed practice hours may result in failure of the class or directed practice. The instructor will notify the Program Coordinator of a student's excessive absence from class or directed practice, and a meeting will be required between the student and Program Coordinator to determine if the student can continue in the class and meet the required number of hours. Any missed time in the classroom will need to be discussed with the instructor in terms of making up the required hours. The student who has been absent is responsible for contacting the instructor in regards to announcements, assignments, handouts, and/or make-up work. Students are allowed only one unexcused absence before a course of action will be taken. Two unexcused absences will result in the drop of one letter grade for the course.

All students will be asked to complete an attendance verification form for directed practice hours. Two unexcused absences in a Dietary Program course or directed practice will result in a meeting with the Program Coordinator to determine a course of action. The possible course of action will be to withdraw from class due to an inability to meet ACEND's requirements for a minimum of directed practice hours. The decision for the course of action will be a combination of the instructor's and Program Coordinator's decision, as well as the reason for the absence, as well as the possibility of completing the hours. In the event that an absence is accepted, it will be based on concrete documentation explaining the absence. Attendance policies are addressed in course syllabi and reviewed in orientation. An excess of more than two absences may result in the student needing to withdraw from the class or directed practice since the student may not be able to make up those hours needed to meet the minimum hours.

For the directed practice, the student and preceptor will determine the hours that will be completed at the facility, as agreed upon by the student and preceptor and these hours and times will be filled in on an attendance form. Failure to meet these days, hours and times will result in a withdrawal from or failure of the directed practice. It is critical that the student realizes the importance of maintaining the agreed schedule for the hours, as this is a requirement for completion of the program. It is also an indication of respect for the preceptor's time and efforts to work with the student.

Routine doctor's appointments, lack of transportation or conflicting work schedules do not constitute excused absences for the directed practice hours. These situations need to be scheduled, as much as possible to avoid conflict with the scheduled directed practice hours. Extenuating circumstances should be discussed with the instructor, preceptor, and/or Program Coordinator, such as absence due to documented illness, funeral leave or a medical emergency. Documentation will be required of the absence. In the event of an absence, the instructor or Program Coordinator and preceptor, must be notified one hour in advance of the expected class time or directed practice experience. Notification must be done by telephone first, and if a person cannot be reached, then by email to the preceptor and instructor/Coordinator. The student is expected to notify the instructor or the Program Coordinator and the site preceptor. The student will be expected to make up time missed from the directed practice.

Each student is required to have the verification of hours statement with all hours totaled and signed by the facility preceptor prior to the final grade for the class. Failure to meet hours, complete competencies, or provide a properly completed verification form may result in failure of the course.

#### **Distance Coursework**

Students that are enrolled in web coursework will be charged a distance learning fee per credit hour (currently

\$5-\$10 per credit hour depending on the type of web course). Students enrolled in a Web 2, Web 3, or Web 4 course for the first time will not have access to the course until completing the required e-Learning orientation course, Succeeding Online, found in the Learning Management System (LMS). This is a one-time orientation and will not be required for any subsequent Web 2, Web 3, or Web 4 courses. Included in the orientation course is an eLearning Student Agreement form that the eLearning student must complete prior to gaining course access. It is recommended the student complete the orientation at least two days prior to the start of class. Regular access to a computer and internet connection is required. Students should be familiar with using email, Office Suite software and web browsers.

All students that use online College resources, including the learning management system for coursework will be required to register for multi-factor authentication. Multi-factor authentication (MFA) is a security process that requires more than one method of authentication from independent sources to verify the user's identity. In other words, a person is given access only after providing two or more pieces of information uniquely identifying them.

If a student takes a test in the Testing Center or on Respondus Lockdown Monitor, they are required to provide identification. The college uses Photo ID guidelines which can be found under the testing center information on mySSC (<https://myssc.starkstate.edu/pages/testing-center>). While students testing with Respondus Lockdown Monitor will be asked to provide identification, students will not be asked to provide a scan of their testing environment. Privacy statements for any software students will be accessing are listed in their online courses on Blackboard.

Distance learning students can utilize College support services such as Disability Support Services, Counseling Support Services, Tutoring or Learning Centers, the Writing Center, English Learner's Lab, etc. virtually or in person. Additionally, College Policy 3357:15-13-30 (G) states "Remote access to core student services including the admissions, registration, financial aid, advising, payment, tutoring, and testing processes must be provided for all fully online students." Resource information is available to students in Blackboard under the SSC Resources link, the mySSC portal, Starfish, and on the SSC website at <https://www.starkstate.edu/current-students/>.

### **Laboratory Competencies**

Laboratory competencies, if applicable, will be presented on the syllabus.

### **Laboratory Safety**

Laboratory safety rules and guidelines will be reviewed in each individual course, if applicable.

### **SUPERVISED DIRECTED PRACTICE/CLINICAL POLICIES**

Students are expected to abide by policies of the College, the Program and the clinical/directed practice site as notified by the preceptor. Violations of any College, Program, or clinical/directed practice site policy may result in dismissal from the Program.

### **Site Selection**

Directed practices are unpaid, reality-oriented learning activities. All field sites are in institutions, agencies or organizations that are accredited or approved by their appropriate agencies with sufficient and experienced personnel, adequate equipment, and opportunities to provide the type of experience that is needed for a specific directed practice. They are designed to help the student achieve the course's objectives and competencies. This program provides coursework that enables the student to master all learning required to complete the competencies in the directed practices. The Program

provides 480 hours of structured directed practice. The directed practice hours are divided into hours in each of the following: Food Operations, Dietary Systems, Nutrition Management, Community Nutrition, Medical Nutrition and Professionalism.

The student is not responsible to arrange sites for directed practice nor permitted to contact a field site to determine suitability and availability of the site for completion of the field experience. Students may offer suggestions to the Program Coordinator. The Program Coordinator will contact the site to determine feasibility for placement of a student. The Program Coordinator will notify the student with information to enable contact with the preceptor once all agreements are established. While student residence location is given consideration, students are not guaranteed site placement within a specific proximity to their residence. Site locations are assigned based on availability, readiness of student to begin directed practice, and sites are not guaranteed to be within a certain distance, so students should expect they may have to drive up to one hour for site placement.

Prior to the student beginning an experience, the Program Coordinator will have a signed Affiliation Agreement with the site and a preceptor agreement indicating the responsibilities of the College, the preceptor, and the student. The Program Coordinator will coordinate with the site and preceptor for verification of all of the student's eligibility requirements and for completion of the agreements, as soon as possible, to enable the student to begin the directed practice site within the established timeframe. All preceptors will complete the required orientation/training prior to the rotation.

#### **Purpose of Directed Practice**

It is the intention of the Directed Practice rotations that they are to be an educational environment in which the student is able to reinforce the learning of the coursework and the mastery of the competencies. It is not intended to function as a replacement for a missing employee. If at any time, the student feels that the position is being used as a replacement for an employee, the student needs to notify the Program Coordinator immediately.

Additionally, for a student, who has employment within a facility that agrees to accommodate the directed practice hours required of the program, the student needs to contact the Program Coordinator and provide contact information for the employer. The Program Coordinator will contact the facility to determine suitability of the facility and student's employment to meet the required field experience hours. Directed practice hours should not be used to complete usual assigned work as an employee.

#### **Holiday/College Breaks/Program Calendar**

Students are not expected to complete field experiences during a Stark State College scheduled vacation or holiday. Directed practice hours are to be completed during the normal work and school week. All required hours must be completed in the semester that they are scheduled. Completion of any hours during a scheduled holiday or vacation period must be approved by the Program Coordinator and agreed upon by the preceptor. Any situations that cannot be resolved due to these conflicts need to be brought to the attention of the Program Coordinator. The Dietetic Technician Program follows the Academic Calendar as published by the College (see Appendix B).

#### **Leave of Absence**

Student's that require a military leave of absence will be addressed in accordance with College policy. All other leave of absence requests will be managed by the Program Coordinator on a case-by-case basis.

### **Directed Practice Dress Code/Attire**

Students are considered professionals representing not only themselves, but also Stark State College and the Dietetic Technician Program. These requirements meet the minimum requirements to be in compliance with the State of Ohio Food Code for foodservice rotations. Dress regulations imposed by the directed practice facility supersede those of the Program. Exceptions to the dress code can only be made for documented disability, religious or cultural reasons.

- Stark State College photo ID badge is required to be worn at all times, in addition to any other badge required by facility.
- All Dietetic Technician students are required to have one of the following options for the Foodservice rotations: purchase a navy Dietary embroidered polo from the College Store, wear a plain navy-blue polo, or wear a long sleeve white or light blue button dress shirt. Pants should be khaki, gray, black, or navy.
- Foodservice rotations: No jewelry, except for a plain flat wedding ring/band. Necklaces, bracelets, earrings, and other jewelry should not be worn when preparing or serving food.
- No visible piercings, except pierced ears with professional appearance for Nutrition rotation only. Earrings should not be worn for Foodservice rotations.
- Foodservice rotations: Shoes must be clean and of athletic shoe and sole material, such as non-slip material. Community/Medical Nutrition: Shoes as appropriate for professional dress. No open heeled or open-toed shoes, sandals, clogs or boots are to be worn. Hose or socks must be worn with all footwear.
- Foodservice rotations: Nails must but be free from any nail polish or other types of decorations.
- All clothing must be clean, neat, and appropriate dress, per the facility.
- Community/Medical Nutrition rotations: Dress must be professional and a white lab coat may be required, per the facility.
- No sleeveless tops allowing underarms to be visible. No backless tops or mesh tops. No short tops that reveal the midriff.
- Clothing should not smell of smoke or any other odors.
- Clothing should have high enough necklines to avoid showing cleavage (including when the student bends forward).
- Slacks and pants should come up to the waist. Underwear and/or backsides should not be visible when seated. Khaki, black, or gray pants are suggested.
- No jeans, capris, tight pants/leggings, sweatpants, or stirrup pants.
- Hair must be neat, tied back, and contained in a hairnet, hair bonnet or hat approved by the facility for students in a Foodservice directed practice.
- Hair must be clean and of a natural color. No decorative hair wear may be worn. If hair is long, it should be worn pulled back.
- Facial hair must be kept trimmed and neat at all times. A beard cover may be required at facilities for Foodservice rotation.
- No heavy perfume, cologne or body sprays.
- No visible tattoos.
- Students must appear neat, clean, and professional at all times reflecting good hygiene.
- Additional appearance and conduct guidelines:
  - No gum or tobacco chewing.
  - Smoking: Smoking is not permitted in any of the facilities of Stark State College. It is the student's responsibility to determine the directed practice facility's policy on smoking near the facility, or other smoking policies.

## **COMPETENCIES**

In accordance with the requirement established by ACEND, graduates of the Dietetic Technician Program will meet the following competencies/learning outcomes of the program based on the 2022 Core Knowledge and Competencies upon completion of directed practice and didactic coursework.

### **Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.**

#### **Knowledge**

KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.

KNDT 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.

KNDT 1.3 Apply critical thinking skills.

#### **Competencies**

CNDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources.

CNDT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence.

CNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.

CNDT 1.4 Implement actions based on care plans, protocols, policies and evidence-based practice.

### **Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics technician practitioner level of practice.**

#### **Knowledge**

KNDT 2.1 Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.

KNDT 2.2 Demonstrate effective interviewing and education methods for diverse individuals and groups.

KNDT 2.3 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Nutrition and Dietetics Technician, Registered and the Code of Ethics for the Profession of Nutrition and Dietetics.

KNDT 2.4 Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.

KNDT 2.5 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

KNDT 2.6 Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.

KNDT 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KNDT 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

KNDT 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

#### **Competencies**

CNDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in

accordance with accreditation standards and the Scope of Practice for the Nutrition and Dietetics Technician, Registered, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CNDT 2.2 Use clear and effective oral and written communication.

CNDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience.

CNDT 2.4 Demonstrate active participation, teamwork and contributions in group settings.

CNDT 2.5 Function as a member of interprofessional teams.

CNDT 2.6 Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.

CNDT 2.7 Actively contribute to nutrition and dietetics professional and community organizations.

CNDT 2.8 Demonstrate professional attributes in all areas of practice.

CNDT 2.9 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CNDT 2.10 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

### **Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.**

#### Knowledge

KNDT 3.1 Demonstrate an understanding of the Nutrition Care Process and clinical workflow elements for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

KNDT 3.2 Develop an intervention to effect change and enhance wellness in diverse individuals and groups.

KNDT 3.3 Develop an educational session for a target population.

KNDT 3.4 Plan nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

#### Competencies

CNDT 3.1 Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.

CNDT 3.2 Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Practice for the Nutrition and Dietetics Technician, Registered for individuals, groups and populations in a variety of settings.

CNDT 3.3 Provide nutrition and lifestyle education to well populations.

CNDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population.

CNDT 3.5 Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience.

CNDT 3.6 Present an educational session to a target population.

CNDT 3.7 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.

CNDT 3.8 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.

**Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.**

Knowledge

KNDT 4.1 Define management functions of human resources.

KNDT 4.2 Explain budgeting principles and techniques.

KNDT 4.3 Apply safety and sanitation principles related to food, personnel and consumers.

KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.

KNDT 4.5 Describe the processes involved in delivering quality food and nutrition services.

Competencies

CNDT 4.1 Deliver nutrition services through quality improvement and customer satisfaction activities.

CNDT 4.2 Perform supervisory, education and training functions.

CNDT 4.3 Use current information technologies to develop, manage and disseminate nutrition information and data.

CNDT 4.4 Assist in developing a plan for a new service including budget.

CNDT 4.5 Implement and adhere to budgets.

CNDT 4.6 Assist with marketing clinical and customer services.

CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

Knowledge

KNDT 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

KNDT 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

KNDT 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch).

KNDT 5.4 Practice resolving differences or dealing with conflict, as appropriate.

KNDT 5.5 Promote team involvement and recognize the skills of each member.

KNDT 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

CNDT 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CNDT 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CNDT 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CNDT 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CNDT 5.5 Promote team involvement and value the skills of each member.

CNDT 5.6 Mentor others.

CNDT 5.7 Identify and articulate the value of precepting.



### **Assessment of Student Learning/Competencies**

Students are assessed within the didactic courses using a variety of methods, such as quizzes, tests, presentations, case studies, projects, etc. Students must pass all technical courses with a grade of “C” or higher. Students are informed of progress through Early Alerts, Midterm Grades, and regular feedback in the form of assignment grades and verbal or written communication and comments. Students that are not making satisfactory progress are encouraged to meet with the instructor to identify options to help the student achieve success. This may include College resources, such as Disability Support Services, Counseling Support Services, Tutoring or Learning Centers, the Writing Center, English Learner’s Lab or additional remediation support by the instructor. All of these resources can be accessed through the College website.

During the directed practices experiences, the student will be evaluated at the mid-point and at the final point of the rotation. For the mid-point evaluation, the student will be expected to meet with the preceptor and review the completed competencies and assignments to date, as well as student professional conduct evaluation. Both the preceptor and the student will sign this midpoint evaluation. A midpoint evaluation is done for the benefit of the student in the event that there are issues that could cause a problem with the completion of the directed practice experience hours. If a problem is determined to exist, all efforts will be made to rectify the issues at the site with the preceptor. In the event that problems cannot be corrected due to the specific site placement, the Program Coordinator will make every reasonable effort to place the student in another facility, if available. If a preceptor asks for the student to be removed from the rotation due to behavior issues/policy violation, the student will be given the option of receiving an “F” or withdrawing from the directed practice, if the deadline has not passed. For students assigned split rotations at two different facilities, the student will receive an evaluation for each site, and will also complete a self, site, and preceptor evaluation for each location.

Assessment of progress in the directed practice is completed using the Directed Practice Competency Forms. The student must at the minimum achieve “entry level met” in each required competency. The student will be considered to have passed the directed practice experience successfully when both the preceptor and instructor agree on the completion of the directed practice experience components, included required competencies. Every student is expected to have correct up-to-date documentation (daily log, hours recorded, and competency forms) during the directed practice.

Students are expected to submit logs on a weekly basis to the instructor. A final portfolio evidencing logs, hours, and competencies with supporting documentation will be submitted for the final grade. Failure to successfully complete and submit the portfolio in accordance with the guidelines and grading rubric provided may result in failure of the directed practice.

Each directed practice experience has a student directed practice evaluation process (Evaluation of Self, Site, and Preceptor form), which corresponds with the directed practice course, and provides students with an opportunity to provide feedback regarding the facility and preceptor. The Program Coordinator will address any significant concerns. See “Complaints” section for additional details regarding how students may file complaints. In an effort to manage concerns, student should communicate with the instructor or Program Coordinator on a regular basis.

Students and preceptors will be provided with examples of suggested learning activities to meet competencies, as well as templates of all required forms for verification of hours, competency logs, and evaluation forms.

### **Failure of Directed Practice**

In the event that it is determined by the preceptor and the instructor and Program Coordinator that a student has not successfully passed the directed practice competencies, the student will be given the appropriate grade, and if less than 70%, retake the directed practice. The Program requires a minimum of 480 hours reflecting each core area and completion of all competencies with a passing score. The Program Coordinator or instructor has constant communication with the preceptors in regards to a students' progress. The program has been designed to minimize last minute failures of students from a lack of work related to the competencies. The Program Coordinator and/or instructor will meet with the preceptor to discuss the problems. The program will make every effort to promote student success. Students are asked during the checkpoints to inform the instructor and/or Program Coordinator of any problems. If the student has failed to alert the faculty to any problems, it is not the responsibility of the faculty to resolve any unknown problems. In the event that the preceptor should contact the instructor or Program Coordinator and indicate a problem with a student, the student will be asked to meet with the Program Coordinator.

### **CONDUCT**

The College Student Code of Conduct policy will be strictly upheld (see Policy 3357.09(K):15-19-10). In addition, students are expected to uphold the same ethical and professional conduct as a practicing Dietetic Technician. Violation of the Code of Ethics for the Profession of Dietetics (see below) and/or the Student Code of Conduct carries consequences up to and including dismissal from the Program and/or College.

### **Code of Ethics for the Profession of Dietetics**

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. The 2018 Code of Ethics for the Nutrition and Dietetics Profession is in effect as of June 1, 2018

Ethics are the standards or principles of conduct that govern individuals, businesses, professions, and governments. Business ethics are a set of standards that a majority of the business community accepts as proper conduct. Professions adopt a code of ethics that set forth some of the principles that instruct and inspire their work. As students at Stark State College, the following ethics are provided to enable the student to learn the expected ethical behavior of a Dietetic Technician. All students will be expected to abide by these ethical standards as they progress through the program.

### **Principles and Standards:**

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

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.

- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

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

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

## *3. Professionalism (Beneficence)*

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

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

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.

- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Healthcare organizations have also defined 'Codes of Ethical Conduct', which include:

Protection of the patient's confidentiality. All patients have the right to privacy. Anything learned about the patient or his condition should not be discussed or passed on to friends, relatives or other staff.

Personal conduct on the job. All employees are representatives of the facility. Their behavior, dress, and appearance reflect on the institution.

Acceptance of gifts and gratuities. Policies and procedures concerning the acceptance of money from patients, as well as kickbacks, gifts, and bribery from vendors are written and should be understood by employees.

Behavior in both lecture and directed practice should model professional behaviors. Behavior should be that of the behavior that you would exhibit in a career employment position. Preceptors will be evaluating the student's behavior throughout the directed practice and documented on the midpoint evaluation.

Part of professional behavior is the maintenance of patient confidentiality. Any medical information that is learned in regards to a patient or the facility is to be treated as confidential information. Students are required to maintain strict adherence to patient confidentiality at all times. Directed practice sites may require the student to sign a statement of confidentiality.

In the event that a preceptor feels the student's behavior is not appropriate for the position, the preceptor will schedule a meeting with the Program Coordinator to discuss a possible Behavior Agreement with the student, or to request the withdrawal of the student from the directed practice. If dismissed as a result of a conduct violation, the student shall immediately leave the directed practice site and thereafter have no rights or recourse against the site, its employees, as a result of that decision or any other matter whatsoever.

The Program Coordinator will review all incidents resulting in the student's dismissal from the site and will determine disciplinary consequences up to and including failure of the course or dismissal from the program. If the student is dismissed from the program, the student will not be permitted to reapply to the program. In the event that the Program Coordinator decides that the student may continue in the program, a Behavior Agreement will be required of the student. If a student is asked to be removed from a directed practice for any behavior related cause, the student will not be placed in another site during that semester. For the next available semester, depending upon site availability, a Behavior Agreement will be individually designed to take into considerations the behaviors that need to be addressed by the student. Failure to comply with a Behavior Agreement will result in an immediate dismissal from the program.

### **BLOODBORNE PATHOGENS**

Students receive education in each specific directed practice site as it applies, regarding bloodborne pathogens and are taught the proper handling of medical devices to minimize the risk of exposure in subsequent courses. If a bloodborne pathogen exposure would occur, the Program will utilize the College Bloodborne Pathogens policy (see Policy 3357.09(K):15-14-16) and/or the clinical site policy to address the procedure for handling a bloodborne pathogens exposure. In the event of a potential exposure, students are expected to immediately notify the Clinical Coordinator, clinical instructor or course instructor and (if applicable) the supervisor at the clinical/practicum site of the incident.

### **HIPAA**

By the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other appropriate laws, all information contained in a patient's record is considered to be confidential. In addition, information pertaining to the field facility's business is considered confidential as a matter of professional ethics. All information discussed or available in class is therefore confidential and may not be discussed outside of the classroom. Similarly, information obtained during a directed practice, which pertains to patient, physician or facility matters is also considered confidential.

Prior to the directed practice, students must complete the online HIPAA education training and upload the associated quiz once completed. Students will also sign and upload a confidentiality statement. Each directed practice site may require additional training and signing of acknowledgement of such. The student may face dismissal from the Program or legal ramifications for any violation of HIPAA.

### **SERVICE LEARNING**

Occasionally, there are outside activities or opportunities that can benefit the dietary student. Instructors will notify the students of such opportunities. It is the instructor's discretion if extra credit will be given for outside activities. However, any activity that is suggested to the student is only done so as a chance for the student to further the experiences, and education in the area of dietary management. Service learning is an opportunity for students to bolster their resume with related experiences. Students in the Dietetic Technician Program are expected to have completed at least 25 hours of service by the time the student is enrolled and completing DTR229 Professional Dietetics.

Extra credit, if offered, may not be used in place of incomplete assignments, nor can it be used to increase the course grade by more than 5%. Students must have at least a "C" (70%) in the course to be eligible to use extra credit.

### **OUTSIDE EMPLOYMENT**

Students are advised to take into consideration all of their responsibilities when deciding whether to start the Dietary Program. Directed practice hours are unpaid and the hours occur during the weekdays and typically daytime hours. The program does not require a fulltime commitment, however, once the program is begun; it is in the student's best interest to complete it with the best grades possible.

In today's economy, the program recognizes the need for the student to maintain employment. Classes are arranged with the best interests of student's schedules, and students are often surveyed to determine timeframe preferences for course offerings. Directed practice hours will need to be completed during the day when preceptors are available. In determining a field site, the student will discuss options with the Program Coordinator. The Program Coordinator will then contact the student's

preferred sites to determine the best fit. Once the Program Coordinator has determined the site for the student, the student will be provided the necessary information for contacting the preceptor to allow the student to make arrangements for days, time, and required details. The student is responsible for providing the Program Coordinator with the necessary information in regards to his/her attendance. It is the student's responsibility to complete the total number of required minimum directed practice hours. It is not the responsibility of the College or the preceptor to accommodate a student's work schedule. Students are able to discuss a mutually agreeable schedule with each preceptor.

### **SOCIAL MEDIA**

Lecture, lab, or clinical materials, including notes or recordings are not permitted to be posted online. No posts, messages, or photos, including names of locations, program faculty, preceptors, or any other identifying information regarding program or directed practice experiences may be placed on any social networking site.

Students may not engage in social networking with program faculty, preceptors, or patients while enrolled in the Dietary Program. Students should also consider the content they publicly post on social networking sites.

Students are required to maintain strict adherence to patient confidentiality standards at all times and remain in compliance with the directed practice site and HIPAA regulations. Even in a situation when a patient gives permission to take a picture or connect with them on social media, this is not supported by the Program and may violate HIPAA. A HIPAA violation may result in dismissal from the Program and/or legal ramifications.

### **CLUBS AND ORGANIZATIONS**

#### **Academy of Nutrition and Dietetics (AND)**

Student membership in the Academy of Nutrition and Dietetics (AND) is available and strongly encouraged for all Dietetic Technician students while they are in school. Students are required to join in the second year of the program in order to access resources for coursework. Current cost is \$58.00.

Benefits of a student AND membership includes:

1. The ability to use the academy publications to assist in development of a career path.
2. Discover academy scholarship opportunities.
3. Network with other dietetic students
4. Access scientific research that can be used now

Students may access a membership application via the web:

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

#### **Ohio Academy of Nutrition and Dietetics (OAND), Stark County Dietetic Association (SCDA), and Greater Akron Academy of Nutrition and Dietetics (GAAND)**

Student membership in AND provides eligibility for students to become automatic members of OAND, and students are eligible to join the local dietetic association for a nominal membership fee. Local dietetic association information may be obtained through [www.eatrightohio.org](http://www.eatrightohio.org).

#### **Food and Nutrition (FAN) Club – Student Organization**

The Dietary Program has worked with the College's student organization to develop and organize a student club, the Food and Nutrition (FaN) Club for the benefits of all Dietary students. The club includes

By-laws and Constitutional guidelines. Students will hold periodic meetings at a time convenient to the majority of students. An invitation to participate will be sent to each Dietary Program student and emails will be sent to each student in regards to the club activities and meetings. Interest in the club will be assessed each fall. The organization seeks to raise awareness about the field of food and nutrition and serve the community by participating in education, social and community events.

### **CEREMONIES**

A formal graduation ceremony is held for graduating Stark State students that have earned an associate degree. The graduation ceremonies are typically held in early January for Fall graduates and in mid-May for Spring graduates.

### **REGISTRATION**

While students are not licensed upon completion of the Dietetic Technician Program, students are eligible to take the credentialing exam to become a Dietetic Technician, Registered (DTR) or Nutritionist Dietetic Technician, Registered (NDTR). Both credentials are recognized by The Academy of Nutrition as credentials for students that have successfully graduated from an accredited program and have successfully passed the national registration examination for dietetic technicians.

#### **Credentialing Exam**

Upon graduation, the Program Director will provide eligibility documentation utilizing the verification electronic process for the Commission on Dietetic Registration (CDR) to begin the process for the student to be authorized to take the exam to earn the DTR/NDTR credential.

The computerized examinations are administered year-round at over two hundred fifty (250) Pearson VUE test centers nationwide. Test sites are typically open Monday through Friday, with some centers also open on Saturdays. The examination fee is currently \$140 for dietetic technicians.

The CDR authorization to test expires after the test is taken or one (1) year after receipt of the examination application email, whichever occurs first. This means that examinees have 365 days from receipt of the application email from Pearson VUE to register, pay, schedule and complete the examination. If examinees take the test and are unsuccessful, they must contact CDR in order to re-establish eligibility to take the test again.

**ESTIMATED PROGRAM COSTS**

(Subject to change)

**2024-25 SCHOOL YEAR** – updated May 2024

Associate of Science Degree

COST ITEM		AMOUNT
<b>Tuition - \$199.60 per credit hour</b>	65	total credit hours = \$12,974
<b>Processing Fee</b> – charged at the time of admission to the College		\$95.00
<b>Security and Maintenance Fee</b> – charged each semester, if taking 4 credit hours or more	\$35.00/semester	\$175 (5 semesters)
<b>Uniforms (scrubs, shoes, stethoscope)</b> – lab coat may be required by some sites		\$40.00
<b>ID badges</b> – purchased upon admission to the program		\$10.00/badge
<b>Textbooks/course access</b> – estimated total amount (includes 24-month Cengage Unlimited purchase)		\$1445.00
<b>Lab supplies/course materials</b> – food lab fee, AND membership (\$58 required second year)		\$283.00
<b>Health Requirements (physical, immunizations, drug screen*)</b> will vary based on student immunization status and health insurance coverage *drug screen not required by all sites		\$150.00 or more estimated
<b>Document manager- annual fee</b>	\$50.00/year	\$100.00
<b>Liability Insurance</b> – charged per academic year	\$15.00/year	\$30.00
<b>BCII/FBI fingerprinting</b> – must be updated yearly	\$70.00/year	\$140.00
<b>Make-up Clinical Fees</b> – charged only if a make-up day is necessary. Charged per clinical make up day		*not included in total* \$50.00/make up day
<b>Graduation Expenses</b>		\$0
<b>Distance Learning fee</b> W3 and W4 \$10.00 per credit hour W2 \$5.00 per credit hour	This amount was not calculated into the total as the student may have the choice for web-based options	*not included in total. Up to \$425 additional depending on number/type of web courses taken
<b>Estimated Total</b>		<b>\$15,442.00</b>

***This is an estimate of program costs and is subject to change.***



### **SERVSAFE EXAMINATION**

Students will receive the required education to become eligible to take the ServSafe Manager Examination as part of the NTR130 Food Operations course. Student exams will be submitted to the National Restaurant Association (NRA) for grading. Certificates for students that pass the exam will be sent to the Program Coordinator or instructor and provided to each student that has successfully completed the exam. Students may also access certificates directly from the National Restaurant Association's website.

### **PRIOR COURSEWORK/EXPERIENCE CREDIT**

In addition to the College Policy for Prior Learning, the Program will consider prior learning and work experience. Prior coursework must be reviewed by the Program Coordinator.

A minimum of 480 hours is required for directed practice in the Stark State College Dietetic Technology curriculum. It is the policy of the Dietetic Technician Program at Stark State College to allow for credit for prior experience as part of the 480 hours of directed practice.

In order for the student to qualify for the credit/partial credit the following must occur:

1. The student shall provide the Program Coordinator the following documentation of prior experience:
  - a. A job description of all positions that may count for prior experience
  - b. A written statement from the job supervisor, verifying:
    - i. Length of employment
    - ii. Current employment-if applicable
    - iii. Performance review
    - iv. Recommendation letter
  - c. Length of time in the job related to the competency
  - d. A detailed list of job responsibilities and duties with length of time performed
2. The Program Coordinator will review the information with the student
3. The Program Coordinator will determine which competencies have been met
4. The Program Coordinator will determine the number of experience hours to be credited and course credit will be reviewed with the College PLA Coordinator, following College policy for prior learning.
5. The Program Coordinator will keep a file on each student
6. During the Directed Practice, the student must demonstrate the competency throughout their time.
7. If the student is unable to demonstrate the competency during the Directed Practice, the site shall contact the Program Coordinator for re-evaluation of the student's reduction of Directed Practice hours.

### **COMPLAINT POLICY**

In addition to the College policy, in the event of a problem in a given course or with an instructor or preceptor, the student is entitled to due process. The following steps MUST be followed when the student has a complaint:

1. Contact the instructor or preceptor of the course involved to discuss the problem.
2. If the problem cannot be resolved on that level, contact the Program Coordinator from which the course is offered.
3. If the problem cannot be resolved on that level, contact the Department Chair from which the course is offered.
4. If the problem cannot be resolved on that level, contact the Dean of the division from which the course is offered.
5. If the problem cannot be resolved on that level, contact the Provost.

In the event that the complaint involves an issue dealing with accreditation of the program, and it has not been resolved with the above complaint procedure, the student has the right, without recourse, to follow up with the complaint to the offices of ACEND, using the following information:

Academy of Nutrition and Dietetics  
Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
120 South Riverside Plaza, Suite 2190  
Chicago IL 60606-6995  
800-877-1600  
[www.eatright.org/ACEND](http://www.eatright.org/ACEND)

## **MISCELLANEOUS STUDENT RESOURCES**

### **Financial Aid**

Stark State College participates in a variety of federal and state aid programs to help meet the financial needs of students. Financial aid programs include grant assistance, work-study, scholarships, and student loans. To apply for financial aid, go to [www.starkstate.edu/finaid](http://www.starkstate.edu/finaid) or contact the Financial Aid Office for an application packet. Additional guidelines regarding student financial aid are available on the web or in the Financial Aid Office in the Gateway.

### **Health Services**

The College does not have an on-site health facility. Medical emergencies should be reported to the Reception Desk or the Security Office. In the event of an emergency, dial 911 for immediate assistance or the Security office at extension 4367. The Jackson Township Fire Department provides an emergency ambulance service to transport persons requiring emergency medical treatment to a nearby hospital.

### **Counseling Support Services**

These supportive services provide you short term personal, social, emotional, and developmental consultation.

#### **Counseling Services**

- Individual counseling sessions are available to assist our students with a wide variety of personal concerns.

#### **Intervention Services**

- Stark State's intervention services assist the college administration, faculty, and staff in the support of our students' academic and personal success.



#### **STEP UP and SPEAK OUT – suicide prevention**

- Step Up and Speak Out is a suicide prevention initiative (HB 28) created to assist you in making choices when responding to individuals in emotional distress, those at risk for suicide and those who may exhibit disruptive behavior.

For counseling or intervention services:

- To schedule an appointment: <https://www.starkstate.edu/counseling-support-services/request-appointment-form/>
- Contact: Elizabeth Inkinen-Schehl PCC-S at Ext. 4219, email [ējuergensen@starkstate.edu](mailto:ējuergensen@starkstate.edu).

Appendix A – Program Curriculum Sheet

 	<b>Associate of Science</b> <b>DIETETIC TECHNICIAN</b> <i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing.</i> <i>Refer to Policy No. 3357:15-13-28.</i>	<b>2024-25 Catalog</b> Effective Summer 2024
	<b>3560</b> Pre-3561	

Health and Public Services Division

Therapy & Wellness Programs Department

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
<b>FRESHMAN EXPERIENCE</b>				
SSC101	Student Success Seminar^^	1	Take first semester	
<b>ENGLISH COMPOSITION AND ORAL COMMUNICATION:</b>				
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency	
COM121	Effective Speaking	3		
<b>SOCIAL AND BEHAVIORAL SCIENCES: 6 credit hours from two different disciplines</b>				
	Social & Behavioral Sciences Elective <sup>1</sup>	6	Check for prerequisites	
<b>ARTS AND HUMANITIES: 6 credit hours from two different disciplines</b>				
	Arts & Humanities Elective <sup>2</sup>	3	Check for prerequisites	
PHL122	Ethics (required)	3		
<b>NATURAL SCIENCES: 15 credit hours</b>				
BIO127	Human Biology # (lab)	4		
BIO221	Principles of Microbiology (lab)	4	BIO122 or BIO123 or BIO127 or BIO141	
CHM123 or CHM100	General, Organic, and Biological Chemistry or Exploring Science and Technology	4 or 4	Check for prerequisites	
NTR121	Nutrition for Health	3	IDS102 or proficiency	
<b>MATHEMATICS, STATISTICS AND LOGIC: 3 credit hours</b>				
MTH105 or MTH124	Math for Allied Health^ or Statistics^Ω	3 or 3	Check for prerequisites	
<b>TOTAL</b>		<b>37</b>		

^Based on SSC placement scores.

^^To promote student success, this course should be taken in the first semester.

#BIO121 and BIO122 can be substituted for BIO127

Ω MTH124 should be taken by students planning to transfer to a four-year institution.

<sup>1</sup>Social and Behavioral Sciences Electives: PSY121, SOC121, PSC121, PSY123, PSY124, PSY220, PSY221, PSY131, SOC122, SOC123, SOC225, BUS122, BUS221, BUS222. At least 3 credits must be a PSY or SOC elective.

<sup>2</sup>Arts and Humanities: ENG233, ENG234, ENG235, ENG236, ENG237, ENG239, ENG240, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122.

*This program requires an application (separate from the College).  
Please see your advisor to discuss the application process.*

*Students completing this degree may be eligible to also receive a Dietary Manager One-Year Certificate (3564) and a Dietary Manager Career-Enhancement Certificate (3566).*

Rev. 01/2024

2024-25 Catalog Effective Summer 2024	<b>AS - DIETETIC TECHNICAN</b>	<b>3560</b>
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Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
<b>Concentration Core: All are required</b>				
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission	
DMA145	Nutrition Management Directed Practice	1	NTR121 and Pre-Co-NTR122 or Permission	
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission	
DTR122	Life Cycle Nutrition	3	NTR121	
DTR223	Medical Nutrition and Professionalism Directed Practice	2	<i>Permission</i>	
DTR225	Community Nutrition	3	NTR121	
DTR226	Community Nutrition Directed Practice	2	<i>Permission</i>	
DTR228	Dietary Systems	3		
DTR229	Professional Dietetics	1	<i>Permission</i>	
DTR235	Medical Nutrition Therapy I	3	NTR122	
DTR236	Medical Nutrition Therapy II	3	DTR235	
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121	
NTR130	Food Operations	3		
NTR130L	Food Operations Lab	1	Co-NTR130	
<b>TOTAL</b>		<b>28</b>		
<b>TOTAL CREDIT HOURS</b>		<b>65</b>		

See page one for footnotes

FULL-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for full-time associate degree students who plan to finish in two years.

Elective Additional Credit

Self-selection of courses and not following the approved degree program could adversely affect graduation, transfer to a 4-year institution, and financial aid. Visit u-select at <http://www.transfer.org/uselect> to assist in developing a plan for transferring to another college or university. Students should select Ohio Transfer Module approved and TAG approved courses.

Bachelor's Degree

Bachelor's degree requirements and course transferability are controlled by the institution to which the student plans to transfer.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar <sup>^</sup>	1	<i>Take first semester</i>
DMA135	Food Operations Directed Practice	1	Co-NTR130 <b>or</b> Permission
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> proficiency
MTH124	Statistics <sup>^</sup> Ω	3	
<b>or</b>	<b>or</b>	<b>or</b>	<i>Check for prerequisites</i>
MTH105	Math for Allied Health <sup>^</sup>	3	
NTR121	Nutrition for Health	3	IDS102 <b>or</b> Proficiency
NTR130	Food Operations	3	
NTR130L	Food Operations Lab	1	Co-NTR130
		<b>15</b>	
<u>Second Semester</u>			
BIO127	Human Biology # (lab)	4	
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121
DMA145	Nutrition Management Directed Practice	1	NTR121 <b>and</b> Pre-Co-NTR122 <b>or</b> Permission
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 <b>or</b> Permission
DTR122	Life Cycle Nutrition	3	NTR121
DTR228	Dietary Systems	3	
	<i>Social &amp; Behavioral Sciences Elective<sup>1</sup></i>	3	<i>Check for prerequisites</i>
		<b>16</b>	
<u>Summer Semester</u>			
COM121	Effective Speaking	3	
	<i>Social &amp; Behavioral Sciences Elective<sup>1</sup></i>	3	<i>Check for prerequisites</i>
		<b>6</b>	
<u>Third Semester</u>			
	<i>Arts &amp; Humanities Elective<sup>2</sup></i>	3	<i>Check for prerequisites</i>
CHM123	General, Organic, and Biological Chemistry	4	<i>Check for prerequisites</i>
<b>or</b>	<b>or</b>	<b>or</b>	
CHM100	Exploring Science and Technology	4	
DTR225	Community Nutrition	3	NTR121
DTR226	Community Nutrition Directed Practice	2	<i>Permission</i>
DTR235	Medical Nutrition Therapy I	3	NTR122
		<b>15</b>	
<u>Fourth Semester</u>			
BIO221	Principles of Microbiology (lab)	4	BIO122 <b>or</b> BIO123 <b>or</b> BIO127 <b>or</b> BIO141
PHL122	Ethics ( <b>required</b> )	3	
DTR223	Medical Nutrition and Professionalism Directed Practice	2	<i>Permission</i>
DTR229	Professional Dietetics	1	<i>Permission</i>
DTR236	Medical Nutrition Therapy II	3	DTR235
		<b>13</b>	
	<b>TOTAL CREDITS</b>	<b>65</b>	

See page one for footnotes

## Appendix B Academic Calendar

### STARK STATE COLLEGE TENTATIVE CALENDAR

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
<b>Summer Semester 8 wks</b>					
Memorial Day	May 30	May 29	May 27	May 26	May 25
Classes Begin	June 6	June 5	June 3	June 2	June 1
Juneteenth Holiday	June 17	June 19	June 19	June 19	June 22
July 4 Holiday	July 4	July 4	July 4	July 4	July 3
Classes End	July 31	July 30	July 28	July 27	July 26
<b>Summer Semester 1st 5 wks</b>					
Classes Begin	June 6	June 5	June 3	June 2	June 1
Juneteenth Holiday	June 17	June 19	June 19	June 19	June 19
July 4 Holiday	July 4	July 4	July 4	July 4	July 3
Classes End	July 11	July 9	July 7	July 6	July 5
<b>Summer Semester 10 wks</b>					
Classes Begin	June 6	June 5	June 3	June 2	June 1
Juneteenth Holiday	June 17	June 19	June 19	June 19	June 19
July 4 Holiday	July 4	July 4	July 4	July 4	July 3
Classes End	Aug. 14	Aug. 13	Aug. 11	Aug. 10	Aug. 9
<b>Summer Semester 2nd 5 wks</b>					
Classes Begin	July 11	July 10	July 8	July 7	July 7
Classes End	Aug. 14	Aug. 13	Aug. 11	Aug. 10	Aug. 9
Summer Semester grades due	Aug. 16	Aug. 15	Aug. 13	Aug. 12	Aug. 11
<b>Fall Semester</b>					
Faculty Return	Aug. 22	Aug. 21	Aug. 19	Aug. 18	Aug. 17
Classes Begin	Aug. 29	Aug. 28	Aug. 26	Aug. 25	Aug. 24
Labor Day	Sept. 5	Sept. 4	Sept. 2	Sept. 1	Sept. 7
Fall Final Payment Due	Sept. 6	Sept. 5	Sept. 3	Sept. 9	Aug. 31
Fall Holiday	Oct. 10	Oct. 9	Oct. 14	Oct. 13	Oct. 12
1st 8 wk week session end	Oct. 23	Oct. 22	Oct. 20	Oct. 19	Oct. 18
1st 8 wk grades due	Oct. 25	Oct. 24	Oct. 22	Oct. 21	Oct. 20
2nd 8 week session starts	Oct. 24	Oct. 23	Oct. 21	Oct. 20	Oct. 19
Last Day to withdraw from 16-week courses	Nov. 21	Nov. 20	Nov. 18	Nov. 17	Nov. 15
Thanksgiving Recess	Nov. 24-27	Nov. 23-26	Nov. 28 - Dec. 1	Nov. 27-30	Nov. 26-29
Classes End	Dec. 11	Dec. 10	Dec. 8	Dec. 7	Dec. 6
Final Examination	Dec. 12-18	Dec. 11-17	Dec. 9-15	Dec. 8-14	Dec. 7-13
Grades Due	Dec. 20	Dec. 19	Dec. 17	Dec. 16	Dec. 15
Certificate Ceremony	Dec. 20	Dec. 19	Dec. 17	Dec. 16	Dec. 15
Faculty Last Day	Dec. 21	Dec. 20	Dec. 18	Dec. 17	Dec. 16
Christmas Recess	Dec. 23-26	Dec. 25-26	Dec. 24-25	Dec. 24-25	Dec. 24-25
New Year Day	Jan. 2	Jan. 1	Jan. 1	Jan. 1	Jan. 1
Commencement	Jan. 8	Jan. 7	Jan. 5	Jan. 4	Jan. 10
<b>Spring Semester</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Faculty Return	Jan. 9	Jan. 8	Jan. 6	Jan. 5	Jan. 11
Martin Luther King, Jr. Day	Jan. 16	Jan. 15	Jan. 20	Jan. 19	Jan. 18
Classes Begin	Jan. 17	Jan. 16	Jan. 13	Jan. 12	Jan. 19
Spring Final Payment Due	Jan. 24	Jan. 23	Jan. 21	Jan. 20	Jan. 26
President's Day OBSERVED	Feb. 21	Feb. 20	Feb. 18	Feb. 17	Feb. 16
1st 8 wk week session end	March 12	March 10	March 9	March 8	March 14
Spring Break	March 13-19	March 11-17	March 10-16	March 9-15	March 15-21
1st 8 wk grades due	March 21	March 19	March 18	March 17	March 23
2nd 8 wk week session starts	March 20	March 18	March 17	March 16	March 22
Spring Holiday	April 7-9	March 29-31	April 18-20	April 3-5	March 26-28
Last Day to withdraw from 16-week courses	April 17	April 15	April 14	April 13	April 19
Classes End	May 7	May 5	May 4	May 3	May 5
Final Examination	May 8-14	May 6-12	May 5-11	May 4-10	May 10-16
Grades Due	May 16	May 14	May 13	May 12	May 18
Certificate Ceremony	May 17	May 15	May 14	May 13	May 19
Faculty Last Day	May 18	May 16	May 15	May 14	May 20
Commencement	May 21	May 19	May 18	May 17	May 23

**Acknowledgment Statement**

I have read the Dietetic Technician Program Student Handbook and the complete policies cited from the Stark State College Student Handbook and Stark State College Policies and Procedures Manual. All my questions regarding the policies and procedures discussed in the above mentioned handbooks and manual have been thoroughly answered. I understand all of the information referenced to in this student handbook, and I agree to adhere to these policies while enrolled as a student in the Dietetic Technician Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name