

# Master of Science in Dietetics (MSD)

Policy and Procedure Manual and Student Handbook



## Contents

<b>SECTION 1. MSD Program Overview .....</b>	<b>6</b>
1. Accreditation.....	6
2. Organizational Structure.....	6
3. Program Calendar .....	6
4. Mission Statement.....	6
5. MSD Program Goals.....	7
A. Program Goal 1: .....	7
B. Program Goal 2 .....	7
6. Student Learning Outcomes:.....	8
7. Student Learning Outcomes .....	8
8. Program Concentration: Community Health and Nutrition .....	8
9. MSD Advisory Committee.....	9
<b>SECTION 2. MSD Program Structure and Sequence.....</b>	<b>10</b>
1. Educational Experience.....	10
2. Admission Process .....	10
C. Application requirements:.....	10
Complete the centralized application using the DICAS Applicant Portal. ....	10
D. We will evaluate applications in this order: .....	12
3. Assessment of Prior Learning .....	13
4. Academic Requirement for UVM MSD .....	13
5. Curriculum Plan.....	13
6. Comprehensive Examination .....	14
7. Capstone Research and Writing Project .....	14
8. Graduation Requirements .....	14
9. Time Limit for MSD Degree Completion.....	14
<b>SECTION 3. Supervised Practice Experience .....</b>	<b>15</b>
1. Overview .....	15
2. Allocation of Supervised Practice Experience Hours .....	15
3. Supervised Practice: Community Rotation.....	16
4. Supervised Practice: Clinical Rotation .....	17
5. Supervised Practice: Foodservice Management Rotation .....	17

6.	Preceptors.....	18
7.	Site Affiliation Agreement .....	18
8.	Role of MSD Students at SPE Sites.....	18
9.	Supervised Practice: Sites and Preceptors.....	19
10.	Evaluation of Rotation Facility Adequacy .....	19
11.	Site Recruitment .....	20
<b>SECTION 4. Supervised Practice Experience: Student Expectations, Policies, and Procedures .....</b>		<b>20</b>
1.	Scheduling, Attendance, and Holidays .....	20
2.	Professional Liability and Personal Health Insurance, Automobile Liability Insurance .....	20
3.	Background Check, HIPAA Training, ServSafe Certification .....	21
4.	Transportation .....	21
5.	Injury or Illness while in a Supervised Practice.....	22
6.	Assignments.....	22
7.	Supervised Practice Documentation .....	22
8.	Professional Appearance and Conduct/Behavior.....	22
9.	Identification Badges .....	23
10.	Facility/Rotation Site Policies .....	23
11.	Performance Evaluation .....	23
12.	Privacy of Patient/Client Information.....	23
13.	Verification of Completion of Supervised Practice Experience.....	23
<b>SECTION 5. MSD General Information, Student Expectations, Policies, and Procedures .....</b>		<b>24</b>
1.	Orientation.....	24
2.	Blackboard Learning Management System.....	24
3.	Technological Competence, Skills, and Equipment Requirements .....	24
4.	Advising.....	25
5.	Grading.....	25
6.	Student Performance Monitoring .....	25
7.	Verification and Protection of Student Identity .....	25
8.	Absence Due to Illness.....	26
9.	Leave of Absence from MSD Program .....	26
10.	Student Retention.....	27
11.	Withdrawal from MSD Program .....	27

[Master of Science in Dietetics \(MSD\)](#)

Program Policy and Procedure Handbook

The University of Vermont

12.	Program Retention & Remediation .....	27
13.	Refund of Tuition and Fees .....	27
14.	Dismissal .....	28
15.	Grievance Procedures.....	28
16.	Written Complaints to ACEND.....	28
17.	Estimated Expenses: Draft of projected expenses for 2023-2024 .....	28
<b>SECTION 6. University of Vermont Policies and Resources .....</b>		<b>30</b>
1.	UVM Graduate College Policies.....	30
2.	Professional Ethics and Academic Honesty .....	30
3.	Sexual Harassment .....	30
4.	Accommodations for Disabilities.....	31
5.	Equal Opportunity, Affirmative Action, and Non-Discrimination.....	31
6.	Access to Records .....	32
7.	Protection of the Privacy of Student Information .....	33
8.	Student Health Insurance .....	33
9.	Student Remediation .....	33
10.	Student Support Resources, Services, and Programs.....	34
A.	Graduate Student Senate .....	34
B.	Mosaic Center.....	34
C.	Center for Health and Wellbeing.....	34
1.	Student Health Services.....	34
2.	Counseling and Psychiatric Services .....	34
D.	Services for Students with Disabilities.....	35
E.	Career Services .....	35
F.	The Graduate Writing Center .....	35
G.	UVM Library System .....	35
H.	Synchronous Meetings and Video Background .....	36
I.	COVID-19 Policy .....	36
J.	Intellectual Property Statement/Prohibition on Sharing Academic Materials .....	36
K.	Statement on Alcohol and Cannabis in the Academic Environment.....	36
<b>SECTION 7. The Academy of Nutrition and Dietetics .....</b>		<b>38</b>
10.	Standards of Education and Accreditation .....	38

11.	2022 Accreditation Standards for Nutrition and Dietetics Coordinated Programs .....	38
12.	Application to Sit for the Registered Dietitian Nutritionist Examination .....	38
13.	Code of Ethics for the Profession of Dietetics .....	38
14.	Scope of Practice Tools .....	38

## SECTION 1. MSD Program Overview

The University of Vermont (UVM) Master of Science in Dietetics (MSD) Program is a distance-coordinated graduate program that combines a graduate degree in Dietetics with 1,000+ hours of supervised practice experience. Students who successfully complete the UVM MSD Program are eligible to take the Registration Examination for Dietitians and, with a passing grade, to practice as a Registered Dietitian Nutritionist. The program has a Community Health and Nutrition concentration and a focus on professional practice through a lens of sustainable food systems.

### 1. Accreditation

The Accreditation Council for Education accredits the UVM MSD Program in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606; 800/877-1600, ext. 5400; [ACEND@eatright.org](mailto:ACEND@eatright.org). ACEND is a specialized accrediting entity recognized by the United States Department of Education. The program is operating under the 2022 standards and the following accreditation period ends in 2025.

### 2. Organizational Structure

The MSD Program is housed within the Department of Nutrition and Food Sciences (NFS) in the College of Agriculture and Life Sciences (CALS) at the University of Vermont (UVM).

### 3. Program Calendar<sup>1</sup>

The first and fourth semester of the MSD program calendar is based on the [UVM Academic Calendar](#) and includes scheduled semester breaks and holidays. All coursework will align with the UVM Academic Calendar. Supervised Practice Experience rotations during the second and third semester extend beyond the Academic Calendar, with a break from late June through mid-August allowing for flexibility in completion of minimum supervised practice hours. The program calendar is provided to UVM MSD students as part of their orientation.

### 4. Mission Statement

To educate and prepare graduate students who will successfully function as entry-level dietitian nutritionists with specialized knowledge of and ability to apply the principles of population health across all community health and nutrition practice settings.

The [mission](#) of the University of Vermont is rooted in the land-grant university tradition of creating and discovering knowledge in service to the public good. As a UVM graduate student, you will join our dynamic mission where lively and rigorous minds work to create new technologies, revive traditional industries, conserve our natural resources, inform public policy, and enrich the cultural life of Vermont and the world. Today, UVM is a top research university of a perfect size, large enough to offer a breadth of ideas, resources, and opportunities, yet small enough to enable close faculty-student mentorship.

At UVM, [our culture of diversity](#) and acceptance come only from actively pursuing it. With a focus on **Population Health**, the UVM MSD program aims to address health inequities and disparities using a

---

<sup>1</sup> ACEND Required Element 2022 Standards for Coordinated Programs

systems approach. The program explores social determinants of health (SDOH) while encouraging inclusion, diversity, equity, and access (IDEA). This program takes a weight-inclusive approach to improve population and community nutritional outcomes. Our dietetics program builds on the strengths of our university traditions while supporting culturally appropriate, inclusive solutions.

## 5. MSD Program Goals

The MSD program at UVM has two overarching program goals:

### A. Program Goal 1:

The program will graduate students who are ready for entry-level practice as registered dietitian nutritionists.

#### *Outcomes:*

- At least 80% of program students complete degree requirements within three years (150% of the program length).
- 100% of students will pass the MSD Comprehensive Exam with a score of 80% or higher.
- At least 85% of students will be evaluated by the MSD Director and preceptors as consistently demonstrating skills to perform as an entry-level registered dietitian nutritionist for all competencies/learning outcomes.
- At least 80% of graduates will indicate “good” to “excellent” level of preparation for entry-level practice.
- At least 80% of graduates will take the CDR registration examination for dietitians within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration examination for dietitians within one year of their first attempt) on the CDR registration examination for dietitians is at least 80%.
- Of graduates who seek employment, at least 70% will be employed in nutrition and dietetics or related field within 12 months of graduation.
- At least 80% of employers will indicate that graduates have a “good” to “excellent” level of competency in: communication skills, critical thinking, problem solving, leadership, and application of research.
- One-year post-graduation, at least 80% of graduates will indicate “good” to “excellent” level of competency in: communication skills, critical thinking, problem solving, leadership, and application of research.

### B. Program Goal 2

The program will prepare graduates who have specialized knowledge of and the ability to apply the principles of population health across all community health and nutrition practice settings.

#### *Outcomes:*

- At least 80% of students will demonstrate the ability to apply the principles of population health

- At least 80% of graduates will report confidence in their ability to incorporate the principles of population health across all areas of practice.
- One-year post-graduation, at least 80% of graduates employed in nutrition and dietetics will provide examples of how they have incorporated the principles of population health into their current employment and/or area of practice.

#### **6. Student Learning Outcomes:**

- Graduates will possess the confidence, skills and knowledge to function successfully as entry-level registered dietitian nutritionists in the clinical, community or foodservice management setting.
- Graduates will develop specialized knowledge and skills in Community Health and Nutrition with a focus on population health, through selected coursework, supervised practice experience and learning.

#### **7. Student Learning Outcomes**

- Graduates will possess the confidence, skills, and knowledge to function successfully as entry-level dietitian nutritionists in the clinical, community, or food service management setting.
- Graduates will develop specialized knowledge and skills in Community Health and Nutrition, focusing on population health through selected coursework, supervised practice experience, and learning.

#### **8. Program Concentration: Community Health and Nutrition**

The MSD Program meets the core competencies for entry-level registered dietitian nutritionists through didactic coursework and the supervised practice practicum. In addition, four advanced-level competencies, or student learning outcomes (CH&N 1-4), are required for the Community Health and Nutrition concentration of the program. These learning outcomes build on those required for entry-level dietitians through their emphasis on professional practice incorporating a lens of population health, higher planning, implementation, and evaluation of projects or programs. Further, outcomes include completing a research project, a White Paper, or a systematic literature review and are incorporated into the appropriate clinical, community, and foodservice management rotations as well as into the didactic coursework in NFS 6110 and NFS 6120.

The Community Health and Nutrition (CH&N) competencies/learning outcomes for the Community Health and Nutrition concentration of the program are listed below:

CH&N 1: Demonstrate working knowledge of population health, including basic terminology, concepts, social determinants of health, weight stigma, and health inequity.;

CH&N 2: Evaluate a community-based nutrition-focused health promotion intervention incorporating weight inclusivity and health equity.;

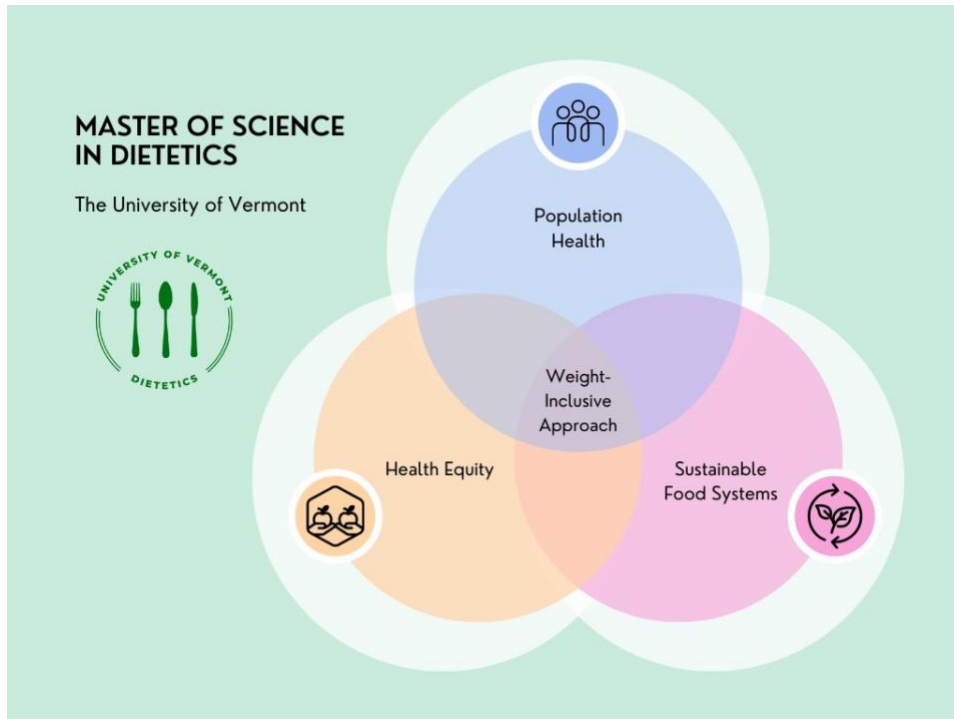
CH&N 3: Draft a legislative bill addressing legislation impacting population health, health inequity, or weight discrimination.;

CH&N 4: Research and prepare a capstone project on a professional practice topic related to community nutrition, population health, health equity, and/or sustainable food systems.



## 9. MSD Advisory Committee

The MSD Program Director will convene an Advisory Committee to maintain ongoing input to the program from external constituents and the marketplace. This Advisory Committee will primarily consist of dietitians affiliated with UVM NFS department who have knowledge and expertise relating to nutrition and community health. Potential committee members may be recruited from the community of Vermont RDNs, UVM faculty in Health Sciences and Food Systems, and other nutrition professionals with particular distinctions and expertise in specialized areas.



## SECTION 2. MSD Program Structure and Sequence

### 1. Educational Experience

The program is a two-year Master of Science degree that includes a minimum of 1,000 hours of supervised practice. Students will take graduate-level courses throughout the University and advanced nutrition courses offered by the Department of Nutrition and Food Sciences, housed in the College of Agriculture and Life Sciences. Students completing the graduate degree will receive a Master of Science in Dietetics degree and a verification statement to complete a supervised practice experience.

#### Outline of educational experiences

First Semester: Students take graduate-level courses in nutrition (MSD Journal Club), statistics, management in healthcare, and pharmacology. All dietetics coursework will be completed online. Students who are VT-based can choose to take the remaining courses online or on-campus.

Second and Third semesters: Mondays are reserved for coursework. The 2nd-semester coursework includes MSD Supervised Practice I and Fundamentals of Critical Inquiry. The 3rd-semester coursework includes MSD Supervised Practice II, Evidence-based Practice Project with the option of Master's Project Research as needed. Students will participate in at least one synchronous online course on Mondays. On Tuesday through Friday, they complete the supervised practice experience at facilities and organizations throughout Vermont and the rest of the country depending on whether they participate in the University Designed Supervised Practice Experience (UDSPE) or the Self-Designed Supervised Practice Experience (SDSPE). Students will have the opportunity to take additional classes during the winter break and summer sessions between the second and third semesters.

The supervised practice experience is a full-time experience and dietetic interns are expected to be in rotations or didactics on a full-time basis, at least 40 hours per week. Supervised practice experience hours will vary with the requirements of the individual rotation to which the dietetic intern is assigned. Due to the professional nature of the dietetic internship, dietetic interns should anticipate spending additional time outside of the normal workday to complete assignments and projects. The program strongly encourages students to discontinue outside employment during the program and particularly during the supervised practice experience.

During their fourth semester, students are expected to take at least two 3-credit graduate courses in community nutrition, sustainability, food systems, or public health nutrition. Students will also be finalizing their capstone project, comprehensive exam materials and paperwork associated with earning their verification statement.

### 2. Admission Process

#### C. Application requirements:

**Complete the centralized application using the DICAS Applicant Portal.**

Additional instructions and support for completing the [DICAS application](#) can be found on the DICAS website and by contacting your Didactic Program in Dietetics (DPD) Director.

Application must be submitted to the University directly through the UVM Graduate College.

**The following materials are required with your Graduate College online application :**

- [Electronic Application](#)
- Statement of Purpose
- Application Fee: \$65.00 for Master program
- Email addresses for three people who will provide letters of recommendation. This information is submitted within the application and letters are sent from the recommender directly to us through the application portal.
- One transcript from each institution you have attended, including the one you currently attend. Unofficial transcripts uploaded by you are sufficient for the review process for most programs. Official transcripts are only required if you are admitted. Please have official transcripts sent directly from your institution(s) to:  
[graduate.admissions@uvm.edu](mailto:graduate.admissions@uvm.edu).
- [Residential Status Questionnaire](#) (for in-state tuition purposes)
- [Test scores for English proficiency](#) for applicants whose native language is not English.

**MSD specific materials and requirements to be included with your on-line application:**

- **Statement of Purpose:** should be limited to one page. Please address the following questions in your statement:
  - Explain why you are applying to this program, including why you are drawn to our [program mission and goals](#) and our fully online delivery modality.
  - Describe why you would like to become a Registered Dietitian Nutritionist.
  - Finally, describe how your previous employment, internships or volunteer experience strengthen your commitment to this degree.
- **Resume:**
  - Upload a PDF of your current resume to include your employment, internship and volunteer experience and their corresponding dates
- **Verification Statement or Declaration of Intent Form, with original signatures:**
  - These should be obtained from your Didactic Program Director. Send a filled-out PDF or a scan of the form to [Emily Barbour](#) by midnight on February 15th.
  - Those without a four-year degree need to complete a bachelor's degree and receive a verification statement indicating completion of the didactic program in dietetics components prior to the application deadline.
  - For students applying without verification statement, please complete and submit the following [Pre-requisites Checklist form](#). We recommend that you use the UVM Transfer Credit Guide and the Nutrition and Food Sciences catalogue descriptions to confirm course equivalents.
- **Safe food handling certification:**
  - Include a copy of your Servsafe certificate. Student Interns are expected to be certified in safe food handling ([ServSafe](#) for managers or comparable) at the start of the internship rotations. Individuals who are not yet certified, briefly describe your plan to complete and be certified by November 15th of your first semester in the program, include details on the [course](#) you will be taking.
- **Additional materials students who would like to be considered for the self-designed supervised practice experience (SPE) option:**

## [Master of Science in Dietetics \(MSD\)](#)

### Program Policy and Procedure Handbook

#### The University of Vermont

- Students applying to the self-designed supervised practice experience (SPE) option may apply to the program without having confirmed all of their SPE preceptors and rotation sites.
- Students applying to this option, who have not confirmed all of their placements, will be offered conditional acceptance into the program and will need to prepare and submit a statement with their application demonstrating their plan for securing placements.
- Plan for securing SPE placements:
  - List all confirmed SPE preceptors and rotations sites or outline your plan for identifying and securing placements (up to 500 words), including potential preceptors and rotation sites, for the required rotations.

#### **D. We will evaluate applications in this order:**

1. Meets minimum qualification (Earns bachelor's degree by start of program, 3.0 or higher GPA, Verification statement/completed prerequisites, Graduate College minimum TOFL score for non-English speakers)
2. Personal statement – writing quality, engagement, ability to follow instructions, and fit with our program.
3. 3.0 GPA or higher – special consideration will be given to nutrition courses and pattern of success in upper-level courses.
4. Resume – special consideration for dietetic related experiences and length of employment and/or repeat employment.
5. Letter of Recommendation

In addition to the MSD Program application, all online application requirements of the Graduate College must be completed. Requirements include:

- A BS degree and completion of all prerequisite coursework, as described on the UVM MSD website.
- Overall grade point average (3.0), science grade point average (2.5 with no course with less than a C), major course GPA (3.0) including Nutrition Education and Counseling, Advanced Nutrition, Nutrition in Health and Disease Prevention, Foodservice Systems Management, Diet and Disease, Community Nutrition, and Nutritional Biochemistry.

A selection committee of NFS faculty, SPE preceptors, and members of the Advisory Committee will evaluate applicants and rank them based on an admission rubric for acceptance into the MSD Program.

SDSPE students, please note:

Admission is conditional until you locate and secure your preceptors, facilities, and program rotations for the required SPE hours (1,000+) during the second and third semesters in the program. Students admitted to the self-designed SPE option will be required to locate and schedule their preceptors and rotation sites for their SPE. These rotation sites can be anywhere in the United States, so long as they comply with the criteria outlined in this MSD Policy and Procedure Manual and Student Handbook. Students are encouraged, but not required, to have their entire SPE arranged prior to beginning the program. January - June 2023 SD SPE rotations must be secured no later than November 15, 2023. August - December 2023 SD SPE rotations must be secured no later

than March 15, 2024. If these deadlines are not met, your program progression may be delayed. Students residing in, or close to, Vermont should not expect to complete rotations with preceptors or in facilities already serving the University-Designed SPE program.

**3. Assessment of Prior Learning<sup>2</sup>**

Prerequisite coursework: Students wishing to have previous coursework or experience accepted in lieu of a prerequisite undergraduate course must contact the MSD Program Coordinator at least eight weeks before the priority application deadline. The student must submit thorough documentation of the experience or coursework they would like to substitute for a prerequisite course. The MSD Program Director will consult with other faculty or members of the admissions committee as necessary and decide.

Supervised practice:<sup>3</sup> The MSD program will not accept any prior learning or experience as a substitute for any portion of the supervised practice experience.

**4. Academic Requirement for UVM MSD**

The MSD is a two-year, 30 credit hour Master's degree program which includes the following coursework: MSD Journal Club (2 credits), MSD Supervised Practice I (4 credits), MSD Supervised Practice II (4 credits), Evidence-based practice project (2 credits), Fundamentals of Critical Inquiry (3 credits), Biostatistics (3 credits), Pharmacology (3 credits), Health care management (3 credits) and two graduate elective courses to support their particular interest in the community nutrition, sustainability, food systems, and public health nutrition concentration (6 credits); All courses are offered online.

**5. Curriculum Plan**

**Year One Fall**

NFS 310 Journal Club	2
Biostatistics	3
Health Care Management	3
Pharmacology	<u>3</u>
	11

**Year One Spring**

Fundamentals of Critical Inquiry	3
MSD Supervised Practice I	4
Supervised Practice Experience	<u>0</u>
	7

**Year Two Fall**

MSD Supervised Practice I	4
Evidence-based practice project	2
Master's Project Research (optional)	1
Supervised Practice Experience	<u>0</u>
	6-7

**Year Two Spring**

Selected Choice Area of Interest	3
Selected Choice Area of Interest	3
Capstone Project Defense and Comprehensive Exam	<u>0</u>
	6

---

<sup>2</sup> ACEND Required Element 8.2.9

<sup>3</sup> ACEND Required Element 8.2.9

## 6. Comprehensive Examination

All UVM Master's degree students are required to pass a written comprehensive examination in their field of specialization. One re-examination or make-up is permitted for any failed comprehensive examination.

When students plan to take their comprehensive examination, they must enroll in GRAD 397 Master's Comprehensive Examination. There is no fee. A grade of "S" or "U" is recorded.

## 7. Capstone Research and Writing Project

The project will be a White Paper, a research project, or a systematic literature review in the second year of the MSD program. Students who select the White Paper option will work with a community health and nutrition stakeholder to address a timely issue. The white paper will advocate for an evidence-based position on the matter or present an evidence-based solution. Research projects or systematic literature reviews should focus on community nutrition, community health, and/or sustainable food systems.

## 8. Graduation Requirements<sup>4</sup>

To graduate with an MS in Dietetics, students must demonstrate:

- 1) Successful completion of all coursework (GPA 3.0 or better)
- 2) Satisfactory completion of supervised practice experience.
  - Preceptors and faculty will evaluate students' ability to perform the competencies for entry-level dietitians as outlined in the *2022 ACEND Accreditation Standards for Nutrition Dietetics Coordinated Programs*.
  - Students are required to earn preceptor evaluation ratings of 4+ (Consistently demonstrates skills to perform competency as an entry-level dietitian with appropriate supervision) for the competencies included in the supervised practice experience.
- 3) Satisfactory completion of their Professional Development Portfolio.
- 4) A "pass" grade on the Comprehensive Exam (Acceptable or better).
- 5) A "pass" grade on the Capstone Project and Paper (Acceptable or better).

## 9. Time Limit for MSD Degree Completion<sup>5</sup>

UVM Graduate College guidelines require students to complete the degree within five years of matriculation. The UVM MSD Program is designed to be completed in 2 years. Students who need more than two years to complete the degree must meet with the Program Director to make a plan.

---

<sup>4</sup> ACEND Required Element 2022 Standards for Coordinated Programs

<sup>5</sup> ACEND Required Element 2022 Standards for Coordinated Programs

## SECTION 3. Supervised Practice Experience

### 1. Overview

The supervised practice experience (SPE) portion of the curriculum is integrated into the two years of MSD coursework. During the second and third semesters, students take MSD Supervised Practice I (4 credits) and MSD Supervised Practice II (4 credits). These are remote online classes; students are expected to be available for synchronous meetings via MS Teams during the scheduled course time. These courses are taught in coordination with the supervised practice rotations, which occur on Tuesday through Friday at rotation sites across the state. The number of supervised practice experience weeks is approximately 38 weeks (but could be more if a student chooses to complete additional hours in any rotation).

All students will complete at least 1,088 hours of supervised practice hours over two semesters. They will complete a minimum of 512 hours of Community Nutrition, a minimum of 320 hours of Clinical Nutrition, and a minimum of 192 hours of Food Service Management. After completing all rotations and consultation with preceptors, students will select a rotation with a professional RDN to gain further skills and knowledge. This selected *staff relief* rotation must be a minimum of two weeks (64 hours) but can be longer if a student requests it, and the preceptor can accommodate the request. The MSD program will not waive any portion of the supervised practice experience because of prior student learning or experiences. The supervised practice experience must be completed in one calendar year, with a maximum of 150% of this time in extreme circumstances that will be handled on a case-by-case bases.

### 2. Allocation of Supervised Practice Experience Hours

<b>SPE Rotations</b>	<b>Rotation emphasis</b>	<b>Minimum hours</b>
<b>Community Nutrition</b>	Public Health Department & WIC	128 (64 WIC specific)
-minimum 512 hours	School Nutrition Program	96
	Older Adult Care	64
	Charitable Food Service, Food Pantry, or Foodbank	64
	Farm, Food Production, Food Hub, CSA, or FVRx	64
	Community Nutrition Program of Choice	96
<b>Clinical</b>	General: In-Patient	128
-minimum 320 hours	Specialty & Advance Practice	96
	Out Patient or Private Practice	96
<b>Food Service Management</b>	Food Service Management	192
-minimum 192 hours		
<b>Staff Relief</b>	Staff Relief	64
-minimum 64 hours		
	<b>Overall Total</b>	<b>1,088 hours minimum</b>

### **3. Supervised Practice: Community Rotation**

#### UDSPE students:

The UVM MSD Program emphasizes community health and the delivery of nutrition services at the community level. This rotation focuses on exposing students to a variety of community nutrition programs in various settings. Graduates of the UVM program will have exposure to the complete array of community nutrition services available in the state of Vermont. They will develop enhanced skills in administering and delivering nutrition services for clients at the community level, emphasizing sustainable food systems.

Students will experience policy development and public health nutrition, including the WIC Program (64 hours) as part of their 128-hour rotation with the Vermont Department of Health.

Another community rotation is spent in a public school system at the district level. This setting provides an opportunity to intern in both an elementary and high school and at the administrative office level, learning about federal school nutrition policies and program management. The school nutrition rotation is another opportunity to experience the principles of sustainable food systems through the Farm-to-School network.

To reflect the aging demographics of Vermonters, students will have an opportunity to experience the provision of food and nutrition services across the spectrum of aging in facilities and home- and community-based settings. As part of their community rotation, students will spend 64 hours providing nutrition services to older adults.

To deepen their understanding of food access and hunger, students will spend 64 hours supporting the charitable food service. This rotation may take place in a food pantry, food shelf or supporting administrative charitable food distribution with an organization.

Aligning with our program mission and goals, students will spend 64 hours gaining dietetics experience in food production at a farm, food production facility, food hub, or with a community supported agriculture (CSA) organization. Students may also spend this time supporting fruit and vegetable prescription programs.

Finally, students deepen their knowledge and interests by completing a community nutrition program of choice for 96 hours. This rotation may be spent in any of the above community nutrition rotations or by identifying a separate community setting. Students who are interested in identifying a separate experience must inform the dietetics coordinator and Program Director three months in advance to ensure that affiliation agreements are in place.

#### SDSPE students:

Students will be required to arrange their community rotations in several different community settings to ensure a diverse community nutrition experience. Community rotations will include a minimum of 128 hours at a public health department with 64 hours of WIC specific exposure, 96 hours in a school nutrition program, 64 hours in older adult care, 64 hours with a charitable food service, 64 in farming, food production, or food distribution and 96 hours in any of the above community nutrition rotations or by identifying a separate community setting. Through these rotations, students will accomplish the same objectives as outlined for the UDSPE.



#### **4. Supervised Practice: Clinical Rotation**

##### UDSPE students:

Students will spend 128+ hours in one of several community hospitals in central and/or northern Vermont. Students will gain broad clinical experience in Medical Nutrition Therapy for patients across the life cycle and uncomplicated common medical conditions during this rotation. Students will have the opportunity to participate in the monitoring, screening, evaluation, and provision of nutrition care for in-patients and outpatient clients. Students should seek opportunities to practice the nutrition-focused physical exam, measuring blood pressures, and point-of-care laboratory testing.

After completing the general in-patient supervised practicum, students will spend 96+ hours at the University of Vermont Medical Center (UVMCC) for specialty and advanced practice settings. These units can include cardiology, oncology, acute care, intensive care, renal and/or pediatric care. During the final 96+ hours, students will join preceptors in either an outpatient setting or in private practice to further develop core skills and knowledge that demonstrate their competency in providing Medical Nutrition Therapy for patients.

##### SDSPE students:

Students will spend 128+ hours of general clinical in-patient supervised practice in a hospital of their choosing. Students will gain broad clinical experience in Medical Nutritional Therapy for patients across the life cycle and uncomplicated common medical conditions during this rotation. Students will have the opportunity to participate in the monitoring, screening, evaluation, and provision of nutrition care for in-patients and outpatient clients.

After completing their in-patient supervised practice experience, students will arrange and complete supervised practice experience rotations (96+ hrs) in specialty and advanced practice settings. These settings can include cardiology, oncology, acute care, intensive care, renal and/or pediatric care. During the final 96+ hours, students will join preceptors in either an outpatient setting or in private practice to further develop core skills and knowledge that demonstrate their competency in providing Medical Nutrition Therapy for patients.

#### **5. Supervised Practice: Foodservice Management Rotation**

##### UDSPE students:

Students will learn, develop, and practice their managerial skills during the foodservice management rotation during their 192+ hours in this rotation. All food service management rotation sites are committed to supporting sustainable food systems.

##### SDSPE students:

Students will be required to arrange their own food service management rotation experiences. The nature of these rotations will be similar to UDSPE students and must meet the 192+ hour requirement. Greater flexibility will be granted to students regarding the size of the foodservice operation and the extent to which the operation supports a sustainable food system. Student may select sites including university, school, hospital and long term-care food service entities.

## 6. Preceptors

Requirements for preceptors vary by rotation concentration. Requirements for individual rotations are described in the General Requirements for Preceptors & Facilities by Rotation document. Generally speaking, a preceptor will be a Registered Dietitian Nutritionist. In some scenarios, it may be appropriate for a professional who is not an RDN to function as a preceptor for an MSD student with the program director's approval. Possible non-RDN preceptors include Registered Nurses (RN), certified dietary managers, Nutrition and Dietetic Technicians, Registered (DTR), public health nutritionists, school nutrition directors, and/or food service directors. The preceptor will have at least one year of professional experience before supervising the student.

## 7. Site Affiliation Agreement

The MSD Program Director will maintain Affiliation Agreements with all supervised practice sites. The Affiliation Agreement will identify protocols with supervised practice sites to protect the University of Vermont, the supervised practice sites, and the students. When a supervised practice site agrees to work with the MSD Program and expresses a willingness to accept students, the Program Coordinator will email a standard affiliation agreement to the preceptor. If the site agrees to UVM's standard language, the preceptor will sign the agreement and return it to the Program Director. The Director will then obtain signatures from the Chair of NFS and the Dean's office (CALs). The fully signed copy will be sent back to the site for their records and will be held in the MSD's electronic records as well. If the site would like to propose alterations to UVM's standard language or use their own language, the proposed language must be submitted to and approved by UVM Legal. For altered agreements, once the new language is agreed upon and signed by the site, the signatures of the Provost's office and the Dean's office (CALs) must be obtained. If using site altered or provided language, this process will often take a minimum of 1-2 months, so that should be kept in mind when scheduling rotations. Affiliation Agreements will be reviewed annually for revisions, upcoming expiration dates, or significant changes in administration.

### SDSPE students:

All facilities will be required to sign the same Affiliation Agreement as in UDSPE. SDSPE students must submit potential site information and proposed rotation start date by the two specified deadlines in the first fall and spring of the program. These deadlines ensure the maximum chance that contracts can be agreed upon and signed in time for the start of the rotation date. However, because full execution of the contract relies on both the UVM legal team and the site's legal process, we cannot guarantee that we will be able to come to an agreement, or that we will be able to do so by the initial proposed start date. Hospital settings (common for Clinical rotations and some Food Service Management rotations) and state/federal departments (WIC/Public Health) tend to take the longest to execute, so students should keep this in mind when submitting information and proposing start dates.

## 8. Role of MSD Students at SPE Sites<sup>6</sup>

SPE sites, preceptors, and students acknowledge that MSD students in supervised practice may not be used to replace employees. MSD students may not be paid compensation for the same hours they are submitting as their supervised practice hours. If a student is receiving compensation by the site outside of these hours, MSD students must inform the Program Director.

---

<sup>6</sup> ACEND Required Element 8.2.5&6

## 9. Supervised Practice: Sites and Preceptors

Sample list of preceptors for Vermont-based students. This list is subject to change.

Institution or Organization	Primary Preceptor
University Of Vermont Medical Center (UVMCC); Burlington, VT	Betsy Klug, RD, CNSC
Rutland Regional Medical Center, Rutland, VT	Aaron Jones, RD
Central Vermont Medical Center; Berlin, VT	Amy Gendron, RD, CD
Rally Cat's Cupboard; Burlington, VT	Allison Spain (staff) Maeve Forbes (student)
Vermont Department of Health; Burlington, VT	Rebecca O'Reilly, RD Heather Danis, MPH, RDN
SODEXO Food Service, University of Vermont; Burlington, VT	Nicole Reilly, MS, RD, CD
Addison Northeast Supervisory Union; Bristol, VT	Kathy Alexander
Support & Services at Home (SASH); South Burlington, VT	Sabine Chabot, RN

## 10. Evaluation of Rotation Facility Adequacy

The Program Director is responsible for determining whether or not a specific site will continue as a rotation site. The Program Director will regularly visit all University-designed SPE sites to evaluate its suitability for promoting and maintaining the goals, competencies, and learning outcomes of the MSD Program. After the site visit, and after considering other input regarding the rotation, facility, and preceptor at the site, the Program Director will assess whether or not the preceptor and/or site offers an excellent supervised learning experience for the MSD interns. Factors the Program Director will consider during this decision-making process include intern evaluations of preceptors and rotations, preceptor evaluations of interns, personal observation, and professional judgment. If, for any reason, the site or preceptor no longer provides a suitably supervised practicum, the Program Director will meet with the rotation preceptor and discuss their concerns.

### SDSPE students:

All students participating in this option are required to secure rotation placements in the following blocks of time; for January - June 2024 SD SPE rotations sites must be secured no later than November 15, 2023; for August - December 2024 SD SPE rotations sites must be secured no later than March 15, 2024. If these deadlines are not met, your program progression may be delayed.

As part of this rotation selection process, prospective preceptors are required to complete a Facility Form to ensure the selected facilities meet the criteria needed for each rotation site. Students complete evaluations of preceptors and facilities throughout their supervised practice experience; these reviews will alert the Program Director to potential facility issues. Students will also have regularly scheduled check-ins with the Program Director to discuss any problems that arise. If at any point the facility is deemed unacceptable, the Program Director will intervene, and efforts will be made to resolve the situation or, if necessary, remove the student from the facility and place them in another location with an affiliation agreement. The UVM MSD program retains records of these facilities to avoid future student placement.

## 11. Site Recruitment

Each year, the Program Director will continue to explore new liaisons and potential UDSPE rotation site locations through networking with professionals in the state. These decisions will be influenced by the needs and goals of the MSD program, as well as new technologies and trends in the profession.

### SDSPE students:

The MSD program will maintain an electronic database of all self-designed preceptors and rotation sites for which there are existing affiliation agreements to support future students in finding placements.

## SECTION 4. Supervised Practice Experience: Student Expectations, Policies, and Procedures

### 1. Scheduling, Attendance, and Holidays

Supervised practice rotations are scheduled for the 2<sup>nd</sup> and 3<sup>rd</sup> semesters of the 2-year MSD Program. The MSD Program Coordinator is responsible for organizing rotation assignments and developing the program calendar for UDSPE students. Each student will receive a copy of the master rotation schedule. Students are expected to comply with their schedule and work with the Director (and the rotation supervisor) to resolve any scheduling issues and/or conflicts in advance. Because the number of rotation weeks exceeds two academic semesters, students will begin and end their second and third semesters on dates that differ from the academic calendar.

Each preceptor will determine the rotation schedule for their facility. Unless otherwise arranged, rotations will begin on Tuesday and end on Friday, adhering to regular business hours. However, a preceptor may schedule rotation time during early morning, evening, or weekend hours to provide students with a learning experience that would not otherwise be available. Students must contact the preceptor by the Wednesday before starting a new rotation to receive instructions for the first day of their placement.

### SDSPE students:

Students are required to arrange their own supervised practice experience rotations and schedules. The schedule must align with the UVM Academic calendar and MSD program calendar beginning in mid-January of their second semester and ending in early-mid December of their third semester. Students are encouraged to schedule their rotations Tuesday-Friday to be available for Monday MSD online classes.

### 2. Professional Liability and Personal Health Insurance, Automobile Liability Insurance<sup>7</sup>

Students must carry professional liability insurance. They are also required to have and are responsible for their health and automobile liability insurance. Proof of health insurance and automobile liability insurance is required.

---

<sup>7</sup> ACEND Required Element 8.2.1&2

Neither the University nor any of its affiliated supervised experience facilities assume responsibility for students' personal health or liability. If an injury or illness occurs in a supervised practice facility, the student may expect facility staff to obtain medical attention but should not expect that the facility or the University will assume any financial responsibility for treating the injury or illness. The student shall be prepared to provide evidence of active health insurance or be prepared to pay for emergency room or primary care services when rendered.

All students are required to submit a personal health and immunization record to the MSD Program Director before the Supervised Practice Experience begins. The form is available from the MSD Program Director.

### **3. Background Check, HIPAA Training, ServSafe Certification<sup>8</sup>**

Students will be required to complete the following before starting the SPE:

1. HIPAA training
2. ServSafe certification
  - a. Student Interns are expected to be certified in safe food handling ([ServSafe](#) for managers or comparable) at the start of the internship rotations. Individuals who are not yet certified, briefly describe your plan to complete and be certified by November 15th of your first semester in the program, include details on the [course](#) you will be taking. Student's with expired certifications are expected to renew before their SPEs.
3. Criminal background check/other background checks required by rotation sites
  - a. All students will complete federal and state background checks through CastleBranch, an external compliance tracking company. CastleBranch will hold all student information and will only communicate to the program whether each student has passed or failed individual checks. The program will hold records of this information to provide to rotation sites as required. Individual sites may require additional background checks/tests, which may be performed through CastleBranch, or may require additional steps. Students will be responsible for all costs associated with background checks, and with arranging logistics for additional checks. Student admission is conditional until they successfully meet the criminal background check and vaccination requirements of their selected SPE facilities. The background check and vaccination requirements should be completed no later than December 15<sup>th</sup>, 2023 to avoid delay in program progression.
  - b. , 2023 to avoid delay in program progression.

### **4. Transportation**

Students must have reliable transportation for travel to specific rotation sites. Efforts will be made to secure supervised practice experiences within the greater Burlington area for Vermont-based students; however, given the limited number of clinical and community facilities, students can expect to travel outside of the Chittenden County area for one or more rotations. Public transportation is not available to all facilities. Students are liable for their safety in transit and during rotations.

---

<sup>8</sup> ACEND Required Element 8.2.4

## **5. Injury or Illness while in a Supervised Practice**

Absence due to illness during the supervised practice experience must be reported immediately to the preceptor for that day. Students must also notify the Program Director by the end of each day they are absent. All absences shall be made up within a reasonable amount of time during holiday, vacation, or weekend time, or at the end of the program at the preceptor's discretion. Students are allowed up to three excused absences (for illness, family emergencies, etc.) while in a supervised practice rotation during the 38+ weeks of rotations, not to exceed 20% of any single rotation. If a student misses more than three days, it is considered unapproved and will be reviewed with the Program Director. Unapproved absences and late arrivals to the rotation site will result in counseling the student by the preceptor and a report to the Program Director. Repeated attendance disruptions are grounds for dismissal from the program.

## **6. Assignments**

Students will be expected to complete some work assignments outside of the supervised practice facilities. Examples may include preparatory reading, case studies, reports, documentation of supervised practice activities, self-reflection journaling, and evaluations. Unless otherwise indicated, required reports must be completed in a Word document format. Pretests may be necessary for some rotations.

## **7. Supervised Practice Documentation<sup>9</sup>**

Students must record the number of hours spent each day in the rotation and document the number of hours for the week. A time log that captures both professional work setting and alternative practice activities must be documented and submitted as part of your SPE paperwork. The summary time log for each rotation is submitted to the Program Director following the end of each rotation along with the other required MSD professional development portfolio (PDP) documents. The Program Director records the average number of hours per week spent in each rotation.

## **8. Professional Appearance and Conduct/Behavior**

MSD students are expected to maintain a professional appearance in all supervised practice facilities and at all professional meetings. Hair must be worn in a neat, straightforward style, clean, and appropriate for professional activity. Fingernails must be clean and well-groomed. Colorless nail polish is acceptable. Beards and mustaches are acceptable if they are short, clean, and well-groomed, but they may not be started during rotations/contact time with patients, clients, or supervised practice.

Students are expected to abide by each facility's dress code. Appropriate dress codes vary for each facility. When a lab coat is required, it shall be clean and free of wrinkles at all times.

The MSD Program Director and Supervised Practice Preceptors maintain the authority to make binding decisions regarding student participation in supervised practice experiences based on adherence to applicable dress codes.

---

<sup>9</sup> ACEND Required Element 8.1.3

MSD students are expected to conduct themselves in a manner that reflects favorably upon themselves, their assigned supervised practice facility, the MSD Program, and the University of Vermont. Students are also expected to comply with the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics, included in the appendix of this handbook.

Any supervised practice experience that is missed due to inappropriate dress, conduct, or behavior must be re-scheduled and made up by the student.

#### **9. Identification Badges**

Students are expected to wear an identification badge during all supervised practice experiences. Badges will be provided during orientation; if you misplace a badge, please contact the MSD Program Coordinator as soon as possible to order a replacement badge.

#### **10. Facility/Rotation Site Policies**

The MSD students are expected to abide by policies and procedures established for each rotation site.

#### **11. Performance Evaluation**

Students will receive an ongoing written and verbal evaluation from the preceptors throughout their supervised experiences. The written assessment will be based on a nine-point scoring rubric. In addition, students will be required to complete a self-evaluation for each rotation and weekly reflections throughout their two semesters of supervised practice. Sample evaluation forms are included in the appendix. Evaluations are reviewed and discussed with the MSD Program Director.

#### **12. Privacy of Patient/Client Information**

MSD students are expected to respect all patient/client proprietary information to which they may have access and refrain from sharing such material. Students will be required to complete a HIPAA (Health Insurance Portability and Accounting Act) training and other supervised practice site-specific confidentiality training.

#### **13. Verification of Completion of Supervised Practice Experience**

Students who complete the UVM graduate course requirements and receive good evaluations on all supervised practice rotations will receive a verification statement following their graduate degree. Students are expected to send the Program Director their official transcript listing degree completion within a week of graduating.

## **SECTION 5. MSD General Information, Student Expectations, Policies, and Procedures**

### **1. Orientation**

All MSD students are oriented to the program during a mandatory 1-week campus-based orientation in August before the program begins. The orientation introduces students to the program, prepares them to be successful online students, enriches their educational experience by setting clear expectations, and introducing them to the Program Director as well as other resources and opportunities.

### **2. Blackboard Learning Management System**

Students receive a UVM account, which gives them access to Blackboard, the Learning Management System (LMS) used for the MSD program. Students can access free software such as SPSS, Microsoft Office, and citation software. The University's help desk supports all of these products. UVM provides a software download site and support: <https://www.uvm.edu/software/>.

The Tech Team serves as the main entry point for all IT support issues at the University of Vermont. Tech Team support services are available to all UVM affiliates, which includes current Students, Faculty, and Staff.

The Tech Team respectfully request that those with support requests that are not urgent or related to academic success [submit a ticket](#) or email [helpline@uvm.edu](mailto:helpline@uvm.edu) rather than calling, as this will help us to more efficiently respond to your (and everyone else's) requests.

Get things started by [submitting a help request](#) or contact the Tech Team Help Line at [helpline@uvm.edu](mailto:helpline@uvm.edu) or by phone at (802) 656-2604.

### **3. Technological Competence, Skills, and Equipment Requirements**

During the Program Orientation, UVM prepares students to learn effectively online. Online courses are offered in Blackboard, UVM's Learning Management System. They can be accessed by students' personal computers and mobile devices using a supported browser, which students can confirm [by running a browser checker](#). Student devices should have microphones, speakers, and cameras. There are no additional student costs specifically for online learning. The MSD Program is not required to pay any further fees or incur expenses related to offering an online program. All course-related materials, syllabi, readings, lecture notes, assignments, and discussion platforms, with the exception of textbooks, are contained and organized within Blackboard. For an online course, there are no on-campus meetings. Students are expected to complete tasks, adhere to due dates, and regularly participate in discussions via Yellowdig or other communication tools within Blackboard. Some classes may require a synchronous meeting via MS Teams platform, for which students must have access to the internet with a minimum speed of connection 600kbps/1.2Mbps (up/down).

Students should expect to spend at least 5-20 hours a week on course-related readings, assignments, and discussions, depending on the [time management and credit hours](#).



#### **4. Advising**

The MSD Program Director is the advisor for each MSD student. The student's responsibility is to schedule an initial advising meeting during the first month of the program and schedule follow-up meetings at three to four-week intervals after that or more frequently when needed. Because advising is designed to support the student in reaching academic and professional goals, it is expected that the student will develop the agenda for each meeting and be proactive about follow-up. These meetings will be scheduled via the Teams teleconferencing platform.

#### **5. Grading<sup>10</sup>**

Letter grades are used to indicate levels of performance in courses as follows: A, excellent; B, good; C, fair; F, failure (Graduate students do not receive a grade of D). Designations of S, satisfactory, and U are unsatisfactory for indicating performance levels for credits received in the capstone project. There are no quality points associated with the letter grades of S and U. A candidate for a graduate degree must complete the program with a minimum overall grade-point average of 3.00. A student may be dismissed from the Graduate College if they receive two or more grades below a B (3.00) or the designation of U in the White Paper (Evidence-based Research Project).

#### **6. Student Performance Monitoring<sup>11</sup>**

From the start of the MSD Program, student performance is continually monitored by the Program Director. Individual advising meetings are held every 3 – 4 weeks throughout the program. During those meetings, academic performance and professionalism are discussed. If there is any question about academic integrity and/or ethical behavior, the students as a group are reminded of the relevant UVM and Academy of Nutrition and Dietetics policies. Any violation of ethical conduct academic integrity is handled on an individual basis.

#### **7. Verification and Protection of Student Identity<sup>12</sup>**

All graduate students, online or on campus, are required to apply to the University and meet the requirements set by the Graduate College. Upon acceptance to the University, students receive a unique login or "NetID" this NetID provides students with a login to access all university services, such as: registering for classes, logging into Blackboard, remote library access, etc. The NetID is the unique identifier that students use to access their online course and what the University uses to verify their identity and access to all university services.

All online students access online courses by entering a unique individual login through their UVM network ID and password. UVM employs technological and pedagogical means to authenticate online student identity and to verify that the student registered for a course section is the same student who completes the course and receives credit. Further information is available in the University's [Computer, Communication, and Network Technology Acceptable Use Policy](#).

UVM addresses academic honesty in online courses through student policies and required faculty development courses. UVM's policy on student academic integrity is a required element of the online course syllabus. All courses in the MSD program will have a short academic integrity

---

<sup>10</sup> ACEND Required Element 8.2.10

<sup>11</sup> ACEND Required Element 8.1.1

<sup>12</sup> ACEND Required Element 2022 Standards for Coordinated Programs

assignment as part of the course shell. A two-question task requires students to affirm that they have read the University's academic honesty policy and will abide by university copyright policies.

UVM faculty who teach online courses are encouraged to enroll in and complete Teaching Effectively Online, a 3-week course offered by the Center for Teaching and Learning. Content includes course design strategies that discourage cheating and misrepresentation, such as requiring that students introduce themselves, using multiple assessment strategies in a course, and not relying solely on tests and exams as means of assessment. Other methods include regular, "lower stakes" writing assignments and more formal written assignments with multiple drafts, so that faculty can learn each student's "voice" and align it with the "voice" displayed throughout the course. This pedagogical approach to maintain academic integrity ensures that only the person who has access to the NetID can submit the required coursework.

If using tests and exams as part of the assessment strategy, the Blackboard learning management system advises settings to decrease the likelihood of cheating (i.e., random question pools, time restrictions). UVM recently completed a 2.5 semester pilot of a lockdown browser for Blackboard-based tests, which prevents students from accessing other applications or navigating to other sites during testing; the application also can record student activity and allow faculty to confirm student identity for online tests administered through Blackboard visually. The University's Chief Information Officer will make a final decision on whether to pursue this technology.

## **8. Absence Due to Illness**

Unanticipated illness and/or injury may impact a student's ability to attend class or complete assignments. Students in this situation are responsible for notifying their instructors, preferably before missing a class/assignment. Conversations between students and instructors should identify how students can work around an illness or injury to continue academic efforts and activities. Instructors have final authority to excuse absences.

"The Center for Health & Wellbeing will [not provide written medical excuses](#) for class absences due to acute illness. In the event of illness or injury requiring hospitalization or extended absence from classes, with permission from the student, we can notify the student's Dean's Office, who will then contact the student's faculty. We will not give any information (including verifying that a student has been seen or date of visit) without the permission of the student."

## **9. Leave of Absence from MSD Program<sup>13</sup>**

A student who needs to take a leave of absence from the MSD Program must make arrangements with the Program Director and follow the [guidelines required by the UVM Graduate College](#). Because the supervised practice experience is designed to be completed in a one-year sequence as part of a class cohort, students leaving the program in the first, second, or third semester may need to wait for a vacancy to complete this portion of the program. Even with a leave of absence, students must complete the program within five years of matriculation.

---

<sup>13</sup> ACEND Required Element 2022 Standards for Coordinated Programs

## 10. Student Retention<sup>14</sup>

Any student struggling to maintain a satisfactory academic performance or consistently fails to meet the expectations of supervised practice experience preceptors will be advised that their status is in jeopardy. The student is given ample advance notice with multiple opportunities to meet program expectations before a dismissal occurs. Available resources to help students improve their performance include remedial and tutorial work with the Program Director in addition to campus-based support. If a student is dismissed, the Program Director makes recommendations for more suitable, alternative graduate programs and/or professional opportunities. For example, applying graduate credits earned to another program within the University or another academic institution.

## 11. Withdrawal from MSD Program

Students must notify the Graduate Dean's Office in writing of their intent to withdraw from a degree program. However, suppose a student does not register at The University of Vermont for course work, thesis or dissertation research, or continuous registration for more than one calendar year and notify the department or the Graduate Dean's Office in writing. In that case, the student will be considered to have withdrawn from the degree program. It will be necessary to apply for reactivation and pay a reactivation fee if the student wishes to resume the graduate program.

Students must also notify the MSD Program Director in writing of their intent to withdraw from the program. Consideration for readmission to the MSD Program following a student's withdrawal will be given individually.

## 12. Program Retention & Remediation<sup>15</sup>

See item 8, section 6 & 10.

## 13. Refund of Tuition and Fees<sup>16</sup>

A student who cancels or withdraws for personal or medical reasons will adjust charges following the following schedule, per the UVM Graduate College Handbook. Medical withdrawals require approval from the University Student Health Center. This [refund schedule](#) applies to Graduate students and is the same whether the student is withdrawing for medical or non-medical reasons. All students who completely withdraw from the University will receive a refund for tuition and fees based on the schedule below. On campus students will also receive a refund for housing and meal charges based on a daily pro-rated calculation, using the official withdrawal date. No refund will be provided for housing and meals after the 25% refund period ends.

In the case of suspension or dismissal from the University for disciplinary reasons, there will be no refund of tuition or comprehensive fees for the semester, nor will there be any reduction in amounts due to the University for the semester if the bill has not been paid fully at the time of suspension or dismissal. **Note:** The effective date of any cancellation or withdrawal is when the student initiates the withdrawal process either in writing, in person, or over the phone. In no case will an adjustment be made after the first day of classes of the following semester.

---

<sup>14</sup> ACEND Required Element 8.1.2 & 8.2.11

<sup>15</sup> ACEND Required Element 8.1.2

<sup>16</sup> ACEND Required Element 2022 Standards for Coordinated Programs

#### 14. Dismissal<sup>17</sup>

Any of the following circumstances may result in dismissal from the MSD Program:

- Failure to maintain MSD academic standards.
- Failure to complete a required Remediation Plan.
- Unapproved absences from the classroom or supervised practice activities.
- Unapproved deviations from the supervised practice schedule.
- Unprofessional behavior.
- Failure to meet the supervised practice performance expectations. For example, timely completion of assigned activities.
- Theft of food, supplies, or personal belongings.
- Being under the influence of alcohol and/or drugs while on duty at any facility.
- Violation of patient/client confidentiality.
- Academic dishonesty or other violation of UVM policies related to student responsibility.

#### 15. Grievance Procedures<sup>18</sup>

The Graduate College is ultimately responsible for grievances regarding policies and procedures related to graduate education. A grievance properly begins within the student's department by an appeal to a Program Director or Chair. If this does not resolve the grievance, the student can present the grievance in writing to the Dean of the unit where the program resides and, after that, to the Dean of the Graduate College. Grievances must state clearly and precisely the basis for appeal and provide supporting evidence that a student's rights have been jeopardized. The Dean may recommend that the Graduate College Executive Committee review the grievance. The Dean is the final arbiter of Graduate College regulations. Expressly excluded are grievances that contest grades on grounds other than due process or arbitrary and capricious grading. The Graduate Student [Ombudsperson](#) is a helpful resource for students with a concern.

#### 16. Written Complaints to ACEND<sup>19</sup>

After exhausting all avenues within the established program and the University grievance procedures, students, preceptors, and other individuals may submit written complaints to ACEND regarding program non-compliance with ACEND accreditation standards. Complaints should be directed to:

Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)

Phone: 800/877-1600, ext. 5400

Mail: 120 South Riverside Plaza

Suite 2190, Chicago, IL 60606-6995

#### 17. Estimated Expenses: Draft of projected expenses for 2023-2024

	In-state	Out-of-state
Application fee: Coordinated Program	\$0.00	\$0.00
Application fee: Online Graduate College	\$65.00	\$65.00

<sup>17</sup> ACEND Required Element 8.2.12

<sup>18</sup> ACEND Required Element 8.2.7

<sup>19</sup> ACEND Required Element 8.2.8

Program Registration Fee	\$0.00	\$0.00
Tuition Year One	\$12,204.00	\$20,736.00
Tuition Year Two	\$8,136.00	\$13,824.00
Comprehensive Fees Year One	\$2,036.00	\$2,036.00
Comprehensive Fees Year Two	\$986.00	\$986.00
Graduate Student Senate Fee (\$20/yr.)	\$40.00	\$40.00
Advanced Degree Fee	\$20.00	\$20.00
Parking Fees (if desired \$115 per year)	\$292.00	\$292.00
Malpractice Insurance (\$50 per year)	\$100.00	\$100.00
Accident Insurance (\$60 per year)	\$120.00	\$120.00
CastleBranch Background Checks	\$100.00	\$150.00
<b>Total</b>	<b>\$24,099</b>	<b>\$38,369</b>

### Other Projected Expenses for Two Years

	Projected cost
Uniforms and lab coats	\$30.00-\$50.00
Textbooks and supplies	\$500.00-\$700.00
Professional meetings and Academy of Nutrition & Dietetics membership (required)	\$100.00-\$500.00
Physical exam and tests	Variable
Health Insurance (based on UVM student policy)	\$3,814.00/year
Estimated housing & food (\$10,000-\$12,000/ year)	\$20,000.00-\$24,000.00
Estimated travel (per week)	\$50.00-\$90.00

### Notes regarding fees:

- *The MSD Program reserves the right to change the application fee, the program acceptance fee, and the supervised practice fee without notice.*
- *The University of Vermont reserves the right to make changes in the tuition and fee structure. Please refer to the tuition and fees schedule on the UVM Graduate College website at: [https://www.uvm.edu/studentfinancialservices/graduate\\_tuition\\_and\\_fees](https://www.uvm.edu/studentfinancialservices/graduate_tuition_and_fees)*
- *Tuition and college fees vary with the number of credits taken.*
- *All students must carry health insurance and auto insurance. Costs vary by coverage. If students elect not to purchase the UVM Health Insurance, they must prove their current non-UVM insurance policy.*
- *Travel costs depend on residence location, length of commute, and supervised practice site placements.*

## SECTION 6. University of Vermont Policies and Resources<sup>20</sup>

### 1. UVM Graduate College Policies

Students have the responsibility to familiarize themselves with the policies and procedures of the University, the Graduate College, and their department or program. Students are primarily responsible for knowing the degree requirements and following the policies that govern their academic program. Suppose students have questions or concerns about individual policies and procedures. In that case, they may contact their advisor, program or department chair, or the Graduate College office, which is the ultimate arbiter of policies and procedures. Some of the most important policies are listed as items 2 through 8 of this section of the Policy and Procedures Handbook.

Current Graduate College Academic and Enrollment Policies can be found at

<http://catalogue.uvm.edu/graduate/academicenrollment/>

ALL University of Vermont policies are included on the [UVM Institutional Policies](#) website at <http://www.uvm.edu/policies/>

### 2. Professional Ethics and Academic Honesty

Graduate students must adhere to the highest standards of professionalism as students, researchers, and teachers. To encourage a positive atmosphere in all phases of academic learning, teaching, and research, the University has created specific guidelines and policies regarding academic honesty. Information may be found on the [Center for Student Conduct](#) website

### 3. Sexual Harassment

No member of the University community may sexually harass another. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- submission to or rejection of such conduct by an individual is used as the basis for academic or career decisions affecting that individual; or
- Such behavior has the purpose or effect of substantially interfering with an individual academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Any University of Vermont student having a complaint of sexual harassment should notify the Office of Affirmative Action and Equal Opportunity; students may also contact the Vice President for Student Affairs. If a student has personal concerns regarding sexual harassment, confidential counseling can be arranged through the Counseling and Testing Center. Policies and procedures governing complaints of sexual harassment are available in the office of each Dean, department head, chairperson, and Howe Library. UVM's current policy on sexual harassment, including an extensive list of resources and reporting forms, is posted here:

[http://www.uvm.edu/policies/general\\_html/sexharass.pdf](http://www.uvm.edu/policies/general_html/sexharass.pdf)

---

<sup>20</sup> ACEND Required Element 2022 Standards for Coordinated Programs

#### 4. Accommodations for Disabilities

If a student has a disability that qualifies under the Americans with Disabilities Act and requires accommodations, it is the student's responsibility to make these accommodations known to the Program Director within ten days of accepting an appointment to the MSD Program.

In keeping with University policy, any student with a documented disability interested in utilizing ADA accommodations should contact [Student Accessibility Services \(SAS\)](#), the office of Disability Services on campus for students. SAS works with students and faculty in an interactive process to explore reasonable and appropriate accommodations, which are communicated to faculty in an accommodation letter. All students are strongly recommended to discuss with their faculty the accommodations they plan to use in each course. Faculty who receive Letters of Accommodation with [Disability Related Flexible accommodations](#) will need to fill out the Disability Related Flexibility Agreement. Any questions from faculty or students on the agreement should be directed to the SAS specialist who is indicated on the letter.

**Contact SAS:**

A170 Living/Learning Center;

802-656-7753

[access@uvm.edu](mailto:access@uvm.edu)

[www.uvm.edu/access](http://www.uvm.edu/access)

#### 5. Equal Opportunity, Affirmative Action, and Non-Discrimination<sup>21</sup>

It is the mission of the University of Vermont's Office of Affirmative Action and Equal Opportunity (AA/EO) to ensure compliance with state and federal laws and university policies related to discrimination and to seek to ensure that every member and prospective member of the campus community receive fair and equal treatment and opportunity, and experiences an inclusive environment. Responsibilities and activities of the AA/EO include:

- Promote and enforce effective university policies related to affirmative action, equal opportunity, and diversity.
- Develop and oversee the implementation of the University's affirmative action plan as an effective recruiting and compliance tool.
- Develop, promote, and monitor effective recruiting and retaining a diverse community of faculty and staff.
- Provide institutional leadership for the design and implementation of campus-wide programs in support of diversity.
- Conduct thorough and impartial investigations of complaints of discrimination and harassment.
- Work collaboratively with affiliates to provide practical training and education about discrimination, affirmative action, and diversity.
- Where appropriate, serve as a neutral dispute resolution resource in discrimination and diversity-related issues for all campus community members.

---

<sup>21</sup> ACEND Required Element 8.1.4

To contact the AA/EO, call (802) 656-3368, or email the Director at [Nicholas.Stanton@uvm.edu](mailto:Nicholas.Stanton@uvm.edu). The AA/EO's website provides numerous resources at <https://www.uvm.edu/aaeo>. The University of Vermont's complete policy statement on Equal Opportunity and Affirmative Action is at [https://www.uvm.edu/policies/general\\_html/affirm.pdf](https://www.uvm.edu/policies/general_html/affirm.pdf).

## 6. Access to Records<sup>22</sup>

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the University receives an access request. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official written requests to identify the record(s) they wish to inspect. The University official will make access arrangements and notify the student of the time and place where the documents may be reviewed. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. Suppose the University decides not to amend the record as requested by the student. In that case, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility.
- The right to file a complaint with the US Department of Education concerning alleged failures by The University of Vermont to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

**Family Policy Compliance Office**  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

---

<sup>22</sup> ACEND Required Element 2022 Standards for Coordinated Programs



## 7. Protection of the Privacy of Student Information

The University of Vermont is committed to protecting the privacy of individuals whose Protected Personal Data (PPD) is collected or obtained by the University. The University is subject to numerous laws that govern the confidentiality of PPD, including the collection, storage, transfer, use, and access to Protected Personal Data. The requirements generally vary according to the type of information being protected. Compliance with these laws and regulations is required by this policy, as outlined in related University Policies and Procedures governing this information. University employees are responsible for their compliance with this and other University policies and procedures.

The University of Vermont's Policy describes UVM's commitment and measures for protecting student [privacy](#).

## 8. Student Health Insurance<sup>23</sup>

Health insurance is mandatory for all full-time UVM students. You must complete an online insurance decision/waiver which either:

- Purchases the University of Vermont-sponsored Student Health Insurance Plan, or
- Declines participation in the insurance by identifying comparable coverage currently in place with another insurance company.

The Student Health Insurance Plan (SHIP) is serviced by University Health Plans and underwritten by the Atlanta International Insurance Company. Consolidated Health Plans pay claims. The Prescription Drug Program is through CIGNA PBM. After a copayment, prescriptions will be covered at 100% (in-network).

Please find information the following [Student Health Insurance Plan](#) offered by UVM.

## 9. Student Remediation<sup>24</sup>

Students who demonstrate unsatisfactory performance in coursework or supervised practice placements will receive verbal and written notification from the Program Director regarding their inferior performance. Unsatisfactory performance is defined as a passing grade below a B, or an Unsatisfactory (U), or a GPA below a 3.0, or the expressed concerns of a preceptor at a supervised practice site.

In this situation, a Planning Team will be convened that includes the student, the Program Director, and/or course instructor/preceptor. This team aims to identify the problems and develop a remediation plan with specific goals and a timeline. The remediation plan will include reviewing the areas of concern, identifying the challenges, and developing academic/behavioral goals and action plans to support the student's educational and professional growth in the area(s) of concern. Target dates for accomplishing the goals will be established, and a follow-up meeting of the Planning Team scheduled to review progress and revisit goals and target dates.

The plan will include the student's use of University of Vermont resources for assistance, such as the Graduate Writing Center and the Center for Academic Success, and other appropriate UVM resources described in Section 6, Item 10 of this handbook and on the University's website.

---

<sup>23</sup> ACEND Required Element 8.2.1

<sup>24</sup> ACEND Required Element 8.2.11

Students need to be fully aware of the potential risk for dismissal from the MSD Program should remediation not bring the student into satisfactory academic standing or satisfactory performance evaluation by the preceptor.

## 10. Student Support Resources, Services, and Programs<sup>25</sup>

The University of Vermont offers a wide array of resources, programs, and services to support student's academic success and physical, emotional, and mental well-being. The following list includes links to more detailed information on the UVM website.

### A. Graduate Student Senate

The Graduate Student Senate (GSS), comprised of student representatives from various graduate programs, provides a forum for discussion of graduate student issues and assists the Dean and the Executive Committee in matters affecting graduate students. Issues considered by GSS include academic matters, professional development, and student life. GSS sponsors occasional social events and conducts a mini-grants program to support, in part, expenses associated with student travel for professional purposes. More information can be found at <http://www.uvm.edu/~gss/>

### B. Mosaic Center<sup>26</sup>

The Mosaic Center for Students of Color (MCSC) fully supports the holistic development of African, Latino(a), Asian, Native American, Multiracial and New American students so that as confident students of color, they attain their goals for academic achievement, personal growth, identity formation, and cultural development. You will find information on our many programs and activities. If you would like to know more information, please feel free to contact us at 802-656-3819, [mcsc@uvm.edu](mailto:mcsc@uvm.edu) or visit the webpage at <https://www.uvm.edu/mcsc/>

### C. Center for Health and Wellbeing

The [UVM Center for Health and Wellbeing](#), housed in seven sites around campus, is committed to providing students with the highest quality care available in medicine, nutrition, counseling, psychiatry, and athletic medicine.

UVM Center for Health and Wellbeing services include:

#### 1. Student Health Services

- a. Student Health Services offers a full spectrum of primary care health services, including treatment of illnesses and symptoms, injuries, chronic or recurrent health issues, screening and prevention, sexual health care, gender-specific health management of mental health conditions. Call 802-656-3350 for an appointment or to speak with a nurse. <https://www.uvm.edu/health/SHS>

#### 2. Counseling and Psychiatric Services

- a. The [Counseling Center](#), a part of CHWB, is a campus resource that provides confidential counseling, consulting, and educational outreach programs. Many graduate students consult the staff regarding academic stress, relationships, mental health issues, and future planning. Call 802-656-3340 for an appointment.

---

<sup>25</sup> ACEND Required Element 8.2.11

<sup>26</sup> ACEND Required Element 8.1.4

#### **D. Services for Students with Disabilities**

Student Accessibility Services is a resource that helps break down barriers and ensures equal access. Students who think they may qualify for services should make an appointment to meet with a staff person to discuss their disability and their accommodations. Call SAS at 802-656-7753, email [access@uvm.edu](mailto:access@uvm.edu), visit the website at [https://www.uvm.edu/academicssuccess/student\\_accessibility\\_services](https://www.uvm.edu/academicssuccess/student_accessibility_services)

#### **E. Career Services**

Career Services staff assists first-year students through graduate students. Services include developing career direction, identifying a work-study position, preparing a resume, networking with alumni. Call 802-656-3450. Email [career@uvm.edu](mailto:career@uvm.edu). Visit the webpage at <http://www.uvm.edu/~career/>

#### **F. The Graduate Writing Center**

The [UVM Graduate Writing Center](#) supports graduate writers at all stages of their programs and across a full range of academic, professional, and public communication genres, including research articles, proposals, presentations, and more. The writing consultants - experienced graduate writers from programs across the campus - help writers further their skill and confidence through free consultations, workshops, retreats, and drop-in programs. Contact the writing center at [gradwriting@uvm.edu](mailto:gradwriting@uvm.edu)

#### **G. UVM Library System**

UVM Library system's support of the Master of Dietetics Program. The Dana Medical Library serves the University of Vermont as part of the UVM Library system. The library subscribes to approximately five thousand of the most important and impactful electronic biomedical and health sciences journals. In conjunction with the University of Vermont's general academic library, it has access to thousands more. The Dana Library offers over two thousand electronic books and licenses fifty-two health sciences databases. Databases include CINAHL, Medline, ClinicalKey, UptoDate, and Dynamed Plus. Students and faculty can search the databases directly or utilize the CATQuest discovery system to search across collections. Students and faculty take advantage of easy and routine off-campus access to online journals, books, and databases. Students access library resources off-campus using their UVM Net ID and password.

The Dana Medical Library also enjoys a robust system for acquiring materials needed by faculty and students through interlibrary loans. The library can process requests online and have copies of articles and book chapters delivered electronically.

Six medical reference librarians respond to faculty, student, and staff questions via email, phone, and appointment via telephone or web conferencing software. Librarians at the general academic library, with expertise in social sciences, business, and agriculture, are also available for consultation. Librarians offer asynchronous online instruction for selected library databases and software. Library staff are available all hours the library is open (98 hours per week) to address any access problems and answer basic reference questions.

Howe Library provides additional resources and support for MSD students and faculty. Services provided to off-campus students enrolled in an online course include interlibrary loan, online chat, email, and phone assistance, as well as access to a Library Subject Specialist. Student's access to a variety of research [databases](#) allowing them to connect directly to full-text articles

subscribed by UVM Libraries. Students have access to wealth or [resources and materials](#). Students may need to access some resources through VPN, more information can be found [here](#).

#### **H. Synchronous Meetings and Video Background**

Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If students are unwilling to consent to have their profile or video image recorded, be sure to keep their camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. Suppose they are not willing to consent to have their voice recorded during class. In that case, they will need to keep their mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

Please make sure the meeting background is professional. If students have a background that do not resemble a professional setting, students should use the blur or virtual background function on Teams.

#### **I. COVID-19 Policy**

[The University of Vermont](#) no longer requires proof of vaccination against COVID-19. All UVM students, employees, and visitors should follow [CDC guidance](#) and stay up to date on their vaccinations. This also means staying informed about any variants of concern or new vaccines developed to prevent severe infection from those variants.

#### **J. Intellectual Property Statement/Prohibition on Sharing Academic Materials**

Students are prohibited from publicly sharing or selling academic materials that they did not author (for example: class syllabus, outlines or class presentations authored by the professor, practice questions, text from the textbook or other copyrighted class materials, etc.); and students are prohibited from sharing assessments (for example homework or a take-home examination). Violations will be handled under UVM's Intellectual Property policy and Code of Academic Integrity.

#### **K. Statement on Alcohol and Cannabis in the Academic Environment**

Students play a crucial role in their education and in their readiness to learn and fully engage in this program. It is important to note that alcohol and cannabis have no place in an academic environment. They can seriously impair one's ability to learn and retain information not only in the moment one may be using, but up to 48 hours or more afterwards. In addition, alcohol and cannabis can:

- Cause issues with attention, memory, and concentration
- Negatively impact the quality of how information is processed and ultimately stored
- Affect sleep patterns, which interferes with long-term memory formation



## SECTION 7. The Academy of Nutrition and Dietetics

### 10. Standards of Education and Accreditation

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) *2022 Accreditation Standards for Nutrition and Dietetics Coordinated Programs (CP)* resources and templates can be found [here](#).

### 11. 2022 Accreditation Standards for Nutrition and Dietetics Coordinated Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) *2022 Accreditation Standards for Nutrition and Dietetics Coordinated Programs (CP)* resources and templates can be found [here](#).

### 12. Application to Sit for the Registered Dietitian Nutritionist Examination

After completing the MSD Program and submitting the required documentation to the MSD Program Director, students will be notified of their eligibility to sit for the exam. At that time, the student will contact an ETS Testing Center to schedule their online RDN exam date.

Required documents include:

- CDR Registration Eligibility Form
- Transcript Degree/Confirmation Release Form
- Supervised Practice Experience Verification Statement
- RDE Mis-Use Form

### 13. Code of Ethics for the Profession of Dietetics

MSD student professional behavior will be guided by The Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics. An online version of the Code of Ethics can be found at: <http://www.eatright.org/healthprofessionals/content.aspx?id=6868-.UCPq8KDkdek>  
It is also included in the Appendix of this Handbook.

### 14. Scope of Practice Tools

Information regarding the *Standards of Professional Performance (SOPP)* and the *Standards of Practice (SOP)* for Registered Dietitian Nutritionists can be found at: <http://www.eatright.org/sop/>