



SAN DIEGO STATE
UNIVERSITY

San Diego State University

Didactic Program in Dietetics

Student Handbook

2019-2020

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What is a Registered Dietitian Nutritionist?

Educational and Professional Requirements

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

- **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- **Completed continuing professional educational requirements** to maintain registration.

[Download RDN Fact Sheet](#)

Some RDNs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education.

In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN.

College Coursework

Dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry.

International Professionals

Individuals who completed their education and training outside of the US, or received credentials in another country, may be eligible to become credentialed RDNs in the US. Individuals who have completed the education and credentialing requirements in one country may be eligible for another country's credentialing examination if the two countries have entered into a "reciprocity" agreement to allow this. If reciprocity does not apply, you must have your academic degree validated as equivalent to the bachelor's or master's degree conferred by a US regionally-accredited college or university and complete an ACEND-approved supervised practice requirement to establish your eligibility to sit for the exam. It is important to note that all individuals who establish registration eligibility — whether under the provisions of a reciprocity agreement or through the combination of a validated academic degree and supervised practice program — must successfully write the Registration Examination for Dietitians to earn the RDN credential.

[More Information for International Students](#)

Where to Start if You Already Have a Degree

If you already have a bachelor's degree that is not in dietetics and are interested in becoming a registered dietitian nutritionist, you should have your college transcript evaluated by a director of a dietetics program accredited or approved by ACEND. Because the policies, procedures and costs for the transcript evaluation may vary from one institution to another, you may want to contact more than one dietetics program for further information.

The program director will evaluate your previous academic preparation and identify the courses that you will need to complete at that school to meet the educational requirements for dietetic registration. It may be possible to complete the required dietetics coursework while enrolled in a graduate program. The dietetics program director can advise you of your options.

Once the required coursework is completed, you are eligible to apply to an ACEND-accredited supervised practice program.

Employment Opportunities

Registered dietitian nutritionists work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

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

- **Hospitals, HMO's or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDNs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- **Universities and medical centers**, teaching physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Salaries and Job Outlook

According to the Academy's 2009 Dietetics Compensation and Benefits survey, half of all RDNs in the US who have been working in the field for five years or less earn \$51,100 to \$62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope

of responsibility and supply of RDNs. Salaries increase with years of experience and RDNs, in management and business, earn incomes of \$85,000 to \$88,000.

According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.

Financial Aid

There are many resources to help students in need pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the school or college you are interested in attending. Federal grants and low-interest loans may also be available.

The Academy of Nutrition and Dietetics Foundation offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in their junior year in an ACEND-accredited or approved program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND-accredited dietetic internships and graduate studies. Contact the Academy's Accreditation and Education Programs Team (800/877-1600, ext. 5400 or education@eatright.org) for Foundation scholarship information.

Need More Information?

For other career guidance information, contact Academy's Accreditation and Education Programs Team:

Academy of Nutrition and Dietetics
Accreditation and Education Programs Team
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995

Phone: 800/877-1600, ext. 5400

Fax: 312/899-4817

E-mail: education@eatright.org

The SDSU Didactic Program in Dietetics

The Didactic Program in Dietetics (DPD) at San Diego State University strives to produce graduates who are going to be competitive in the Dietetic internship application process, be successful in completion of a dietetic internship program, will pass the RD registration exam, and be a dietitian who makes valuable contributions to the profession.

The San Diego State University Didactic Program in Dietetics is Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

ACEND was set up independently of the Academy of Nutrition and Dietetics to develop, implement and enforce standards for both undergraduate programs and for dietetic internships.

For more information about ACEND:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190.
Chicago, IL 60606-6995
Phone: (312) 899-0040 X5400
Fax: (312) 899-4772
E-mail: acend@eatright.org
Website: www.eatright.org/ACEND

Nondiscrimination Policy

In compliance with national, state and university requirements, the SDSU Didactic Program in Dietetics does not discriminate on the basis of race, color, national origin, disability, sex, gender, gender identity or expression or sexual orientation.

The Steps to Becoming a Registered Dietitian Nutritionist

1. Complete a baccalaureate degree at an accredited institution.
2. Complete the DPD required courses. The DPD Curriculum at SDSU requires a student to complete these courses in order to be verified by the DPD Director before he or she can enroll in a dietetic internship.
3. Apply for, be accepted into and complete an accredited dietetic internship.
4. Complete and pass the registration (RDN) examination.

Verification Statement

Students successfully completing the Didactic Program in Dietetics are eligible to receive a Verification Statement from the DPD Director. The Verification Statement containing the DPD Director's original signature documents that the student has successfully met all of the requirements for a DPD and that students are eligible to enroll in an accredited dietetic internship to complete their education to become a registered dietitian.

In order to receive a Verification Statement from the DPD Director, the student must graduate with an overall GPA of at least 3.1, a DPD GPA of at least 3.1 and no grade lower than a C in any DPD course or on any item required for the DPD portfolio. The student must provide the DPD Director with official transcripts from all colleges and universities where they completed coursework that was applied to both the undergraduate degree and the DPD. A final official transcript from SDSU that shows the degree awarded and the date it was awarded must be sent to the DPD Director after graduation before a Verification Statement will be provided to the student.

The DPD Director needs an updated mailing address in order to send out completed Verification Statements. Upon meeting the above requirements, the DPD Director will provide the student with 5 copies of the Verification Statement. Notify the DPD Director in advance if additional copies will be required. For students applying to dietetic internships using the Dietetic Internship Centralized Application System (DICAS), the DPD Director will submit the Verification Statements online when requested by the applicants.

Declaration of Intent Form

Students who apply to dietetic internships before they complete their DPD requirements will require a Declaration of Intent Form completed by the DPD Director. This form is submitted on DICAS as part of the internship application and lists the coursework the student intends to complete before the start of an internship.

For students applying to dietetic internships using the Dietetic Internship Centralized Application System (DICAS), the DPD Director will submit the Declaration of Intent online when requested by the applicants.

Mission of the SDSU Didactic Program in Dietetics

The mission of the Didactic Program in Dietetics (DPD) of San Diego State University is to prepare graduates to go into supervised practice in order to be eligible to take the credentialing exam to become entry-level registered dietitian nutritionists (RDNs). The DPD promotes the School of Exercise and Nutritional Sciences' (ENS) philosophy and emphasis on training students for careers in fields related to improvement, maintenance or rehabilitation of physical health through sound exercise and/or nutritional practices.

2017 Accreditation Standards for Dietetics Didactic Programs

The San Diego State University DPD curriculum is planned to provide learning activities to attain all the 2017 Accreditation Standards for Dietetics Didactic Programs defined for entering a Dietetic Internship for eligibility for the RDN examination.

A complete document of the standards is available at <https://www.eatrightpro.org/-/media/eatrightpro-files/acend/about-program-accreditation/accreditation-standards/2017-standardsfordpdprograms.pdf?la=en&hash=18A1A38F32363415418B9E72E055AC98DD0438C0>

The program's curriculum must prepare students with the following core knowledge:

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make

ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and

protocols.

KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and

Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

SDSU Didactic Program in Dietetics Program Goals

Program Goal 1 The program will prepare graduates with a strong educational foundation in nutrition/dietetics to perform proficiently in a dietetic supervised practice program in preparation to be a competent entry-level dietitian nutritionist.

Outcome measures

1. Eighty percent (80%) of the graduates will receive a satisfactory rating (an 80% or better) for all the KRDN within the DPD curriculum.
2. SDSU graduates who enter supervised practice programs will earn a rating of their knowledge and skills of at least a 3 (Satisfactory) or higher on a 5-point scale by supervised practice program directors who respond to a survey. **(Supervised Practice Program Director Satisfaction Std 3 RE 3.3)**
3. Over a three-year period, the program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. **(Graduate Performance on Registration Exam Std 3 RE 3.3)**
4. At least 80% of program students complete program/degree requirements within 3 years (150% of the time planned for completion). **(Program Completion Rate Std 3 RE 3.3).**
5. Over a three-year period, at least 70% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. **(Graduate Application Std 3 RE 3.3)**
6. Over a three-year period, at least 60% of program graduates are admitted to a supervised practice program within 12 months of graduation. **(Graduate Acceptance into Supervised Practice Std 3 RD 3.3).**

Program Goal 2 – Support School of Exercise and Nutritional Science's philosophy related to improvement, maintenance or rehabilitation of physical health through exercise and/or nutritional practices.

Outcome Measures

1. Within four months of graduation, 80% of graduates who respond to the exit survey are working in fields related to nutrition and fitness or are in a supervised practice program or have applied to or are in graduate school.
2. Over a three-year period, 80% of alumni who respond to the alumni survey indicate a score of 3 (Prepared) or higher on a 5-point scale about their perception of preparation for professional work in the fields related to nutrition and fitness.

Applying to the DPD at SDSU

Once you have been advanced to major status in the Foods and Nutrition degree program, you are eligible to apply to the DPD.

If you plan to graduate at the end of Spring semester, the deadline for applying to the DPD is July 1 of the prior year.

If you plan to graduate at the end of Fall semester, the deadline to apply to the DPD is January 1 of that year.

This allows the faculty to plan for an adequate number of sections of DPD-only classes.

Instructions and the application form are available on the following pages and on the DPD website at

<http://ens.sdsu.edu/dietetics.php>

Turn in your application form and transcripts to the ENS office where they will be put into the DPD Director's mailbox. The review process may take up to two weeks during the academic year and up to one month over breaks. You will receive a letter regarding your acceptance status.

Policy for prior learning credit

Assessment of prior learning and credit toward program requirements:

Students who wish to request assessment of prior learning for exemption from DPD courses defined in the major curriculum are required to contact the DPD Director for evaluation. Documentation may include academic transcripts, course descriptions, course syllabi, certificates, position descriptions, projects, and other such materials to sufficiently establish that DPD competencies for a specific course or specific courses have been fully met.

If it is determined that such competencies have been met, a course waiver will be completed as needed in accordance with university policy. Copies of documentation will be retained to substantiate eligibility for issuance of DPD Verification Statement at program completion.

**REQUIREMENTS FOR REVIEW OF TRANSCRIPTS &
VERIFICATION OF COMPLETING
THE DIDACTIC PROGRAM IN DIETETICS [DPD] REQUIREMENTS
AT SAN DIEGO STATE UNIVERSITY**

The Didactic Program in Dietetics at San Diego State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL., 60606-6995, 800/877-1600 Ext 5400

1. An official transcript from each of the colleges/universities you attended must be included. An unofficial transcript from SDSU is acceptable for your initial DPD application.
2. A catalog description of ALL coursework or a course syllabus must accompany all transcripts from colleges/universities other than SDSU or California community colleges.
3. Students with degrees from institutions not located in the United States of America must have their transcripts reviewed by one of the services approved by the Academy of Nutrition and Dietetics and listed at <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>. An Official Review Document must be obtained before Verification review will commence.
4. **A letter grade of "C" or better must be attained in each and every DPD required course and on each item required for the DPD portfolio. No DPD course may be taken for Credit/No Credit. Information about course repeat and course forgiveness can be found here: http://advising.sdsu.edu/academic_success/course_repeat_forgiveness**
5. A **minimum of eighteen** semester units must be taken in Foods and Nutrition courses from the SDSU Didactic Program in Dietetics before a verification statement will be awarded. Please note that SDSU is the institution verifying and recommending you to the Academy of Nutrition and Dietetics. Therefore, we need to feel confident in your academic preparation. This requirement is independent of whether or not you need to take additional courses to meet DPD requirements. Should you feel it unnecessary to take additional courses at SDSU, the Foods and Nutrition faculty recommend that you contact the institution where you earned your previous degrees for a Verification Statement.
6. **An overall GPA of 3.1 and a GPA of at least 3.1 in DPD courses is required.** Your file must contain Official Transcripts from all institutions you attended to document that you meet the GPA requirements. Verification Statements will not be released without receipt of Official Transcripts. **You must have earned a bachelor's degree at SDSU or at another institution before an official Verification Statement will be issued.**
7. Unofficial transcripts will be reviewed at the end of every semester to ensure that DPD students are meeting the GPA and grade requirements. Students not meeting the requirements will be counseled on how to improve their grades in order to maintain DPD eligibility.
8. Students must complete the Didactic Program in Dietetics within six years of the date when they enrolled in their degree program, unless they are approved for a leave of absence. The policy on leaves of absence can be found in the University Policies: <https://curriculum.sdsu.edu/catalog/2018-19/139-Uni-Policies.pdf>
9. Students that are not able to meet the DPD requirements will not receive a verification statement and will be counseled into alternate educational or career paths.

APPLYING TO THE SDSU DIDACTIC PROGRAM IN DIETETICS

When to apply to the SDSU DPD:

Apply to the DPD after you have been advanced to the major, and no later than two full semesters before you graduate.

The deadline to apply to the DPD for Spring graduation is July 1 of the prior year.

The deadline to apply to the DPD for Fall graduation is January 1 of the same year.

Return your completed packet to the address below. Include the REQUEST FOR ADMISSION TO THE DPD FORM found on the last page of this document and all transcripts. Allow at least two weeks for processing, during the academic year [September-May]. Processing over winter break [January] and in the summer [June-August] may take up to one month. If the information you provide is incomplete or transcripts are not available, your evaluation will be delayed.

When the initial evaluation is complete, you will receive a letter stating what additional course work you need to complete for verification. If you wish to discuss the verification evaluation, contact Yumi Petrisko via email at mpetrisk@sdsu.edu.

Information for students with bachelor's degrees wishing to complete the SDSU DPD

Students must be enrolled in a degree program in order to take any of the DPD classes at SDSU. The university does not allow students to earn a second undergraduate degree, so the only way to take SDSU DPD classes is to apply to the graduate program in nutrition. Once accepted, students would then take the undergraduate DPD classes along with the required graduate classes.

In order to be granted permission to pursue the course work leading to completion of the Didactic Program in Dietetics (accredited by the Accreditation Council for Education in Nutrition and Dietetics) students admitted to the MS degree program in nutritional sciences or the Dual MS program must have completed the following courses and must have a DPD course GPA of 3.1 or better: Human Anatomy (BIOL 212), General Chemistry (CHEM 100), Organic Chemistry (CHEM 130), Biochemistry (CHEM 160), General Biology (BIOL 100 and 100L), Microbiology (BIOL 211 and 211L), Human Physiology (BIOL 336), Statistics (STAT 250), and Fundamentals of Nutrition (NUTR 201).

Protection of Privacy of Student Information

DPD student files will be kept in a locked file cabinet in the DPD Director's office. Students may request access to their personal files from the DPD Director.

Reciprocity

The Academy of Nutrition and Dietetics has reciprocity agreements with some countries that allow graduates with appropriate credentials to take the American Registration Examination and conversely American Registered Dietitians may sit for similar examinations in those countries. As reciprocity agreements are constantly being established, please check with the DPD Director for current information, if you have a degree in Foods and Nutrition from a foreign country.

Send your packet of materials for review to:

**Yumi Petrisko, MS, RDN, CSSD
Didactic Program in Dietetics
School of Exercise and Nutritional Sciences
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7251**

The Foods and Nutrition Major at SDSU

The Major

The major in foods and nutrition offers a comprehensive multidisciplinary study of the nature and quality of the food supply and the nutritional requirements for health in people. Students take core sequences of coursework in the areas of food management, food science, and nutrition founded on prerequisite courses in anatomy, behavioral and social sciences, biochemistry, biology, chemistry, management, and physiology. Course emphasis in the major is placed upon the composition, properties, quality, and safety of foods and food ingredients; the relationships of metabolism and utilization of nutrients in food by the human body to health and disease states; influences of exercise and fitness; the physiological basis for diet therapy; nutrition problems in the community; and organization, management and operation of food service facilities.

This major is planned for students interested in qualifying professionally for diverse careers in the fields of dietetics, food service management, and food industries. The accredited didactic program in dietetics allows students eligibility for membership in the Academy of Nutrition and Dietetics and for post-baccalaureate dietetic internships/supervised practice or preprofessional practice programs. Students must be admitted to and complete satisfactorily a post-baccalaureate program and pass the Academy of Nutrition and Dietetics Registration Examination prior to qualifying as registered dietitian nutritionists (RDN).

Professional careers in dietetics include administrative, public service, research, teaching, and therapeutic positions in clinics, hospitals, long-term care, schools, and other public and private organizations and institutions. Graduates may also qualify as food science technical specialists within food companies, governmental agencies, and laboratories; as food service managers; and as specialists in advertising, sales, or marketing of foods and nutritional products and services.

Retention Policy

The College of Health and Human Services expects that all foods and nutrition majors will make reasonable academic progress towards the degree. Foods and nutrition premajors who have completed major preparatory courses, earned 60 units, but have less than a 2.9 GPA may be removed from the premajor and placed in undeclared.

Impacted Program

The foods and nutrition major is an impacted program. To be admitted to the foods and nutrition major, students must meet the following criteria:

- a. Complete the following courses (or their equivalents): Nutrition 201, 203, 205; Biology 100, 100L, 211, 211L, 212; Chemistry 100, 130, 160; Economics 201 (or Statistics 250); Exercise and Nutritional Sciences 200; Psychology 101; Sociology 101. A grade of C (2.0) or better must be earned in Chemistry 100 and 130. These courses cannot be taken for credit/no credit (Cr/NC);
- b. Have a cumulative GPA of 2.90 or better.

To complete the major, students must fulfill the degree requirements for the major described in the catalog in effect at the time they are accepted into the premajor at SDSU (assuming continuous enrollment).

Major Academic Plans (MAPs)

Visit <http://www.sdsu.edu/mymap> for the recommended courses needed to fulfill your major requirements. The MAPs website was created to help students navigate the course requirements for their majors and to identify which General Education course will also fulfill a major preparation course requirement. The Foods and Nutrition Curriculum can be found on the DPD website here: <https://ens.sdsu.edu/academic-programs/dpd/curriculum/>

Foods and Nutrition Major With the B.S. Degree in Applied Arts and Sciences

(Major Code: 13061) (SIMS Code: 552931)

All candidates for a degree in applied arts and sciences must complete the graduation requirements listed in the section of this catalog on “Graduation Requirements.”

A minor is not required with this major.

Preparation for the Major. Nutrition 201, 203, 205; Biology 100, 100L, 211, 211L, 212; Chemistry 100, 130, 160; Economics 201 (or Statistics 250); Exercise and Nutritional Sciences 200; Psychology 101; Sociology 101. (43 units)

These prerequisite courses may not be taken Cr/NC. A grade of C (2.0) or better must be earned in Chemistry 100 and 130.

Graduation Writing Assessment Requirement. Passing the Writing Placement Assessment with a score of 10 or completing one of the approved upper division writing courses (W) with a grade of C (2.0) or better. See “Graduation Requirements” section for a complete listing of requirements.

International Experience. Foods and nutrition majors are required to participate in a pre-approved international experience to increase awareness of cross-cultural issues, global health, economic, political, cultural, social services, and health challenges experienced by local populations in international environments. Students participate in residence for two or more weeks (exemption from the study abroad portion of the requirement must be approved by the dean of the college based on serious and compelling life events or physical limitations; a relevant course will be substituted). Specific details can be found on the college website at <http://www.chhs.sdsu.edu/international>.

To meet the international experience requirement, majors must complete one of the following:

1. A CSU Study Abroad Program;
2. An SDSU Exchange Program;
3. An SDSU Study Abroad Program;
4. An SDSU Study Travel Program;

OR

One course selected from:

Health and Human Services 290 or 350; Asian Studies 490; Education 450; General Studies 450; International Security and Conflict Resolution 450; Latin American Studies 320, 450, or 550; Political Science 450; Science 350.

Major. A minimum of 40 upper division units to include Nutrition 302, 302L, 303, 304, 401, 404, 405, 406, 408; Biology 336; Exercise and Nutritional Sciences 304, 434; and seven units selected with the approval of the adviser from Nutrition 312, 407[^], 409[^], 499, 510[^]; Biology 315, 326; Business Administration 350*, Communication 307*, 371; Counseling and School Psychology 320, 400; Management 352*; Nursing 350; Psychology 319*; Public Health 301*, 302*, 303*, 305*, 362. Biology 336 will also satisfy three units of the General Education requirement in Explorations of Human Experience IV.A. Natural Sciences.

^Admission to the Didactic Program in Dietetics (DPD) required.

*Additional prerequisites required.

Advice for Selecting Major Courses

A. Chemistry Course Sequences: Most students in the Foods and Nutrition major will select the Chemistry series of Chemistry 100 (General), 130 (Organic), and 160 (Biochemistry), since these courses will satisfy Academy of Nutrition and Dietetics DPD requirements for dietetic internship programs, and most career opportunities. However, a few students will select Chemistry 200 and 201 (General), 231 (Organic), and 361A and 361B (Biochemistry), if they have a high interest or aptitude for the basic sciences, or are definitely interested in a career in research or in a small number of dietetic internship programs which are combined with a Master's degree requiring two semesters of biochemistry.

B. Course Equivalencies: For students wishing to transfer Nutrition courses from another institution, course equivalencies will only be accepted if equivalent in subject matter and requiring the same course prerequisites. For example, an introductory nutrition course taken elsewhere will not be an acceptable substitute for Nutrition 201 (Fundamentals of Nutrition) unless it was taught with chemistry and biology as course prerequisites. The same rationale is used for course substitution of Nutrition 205 (Introduction to Food Science).

Dietetic Internship Information

Students who plan to apply for a dietetic internship must attend a mandatory workshop on the dietetic internship application process, and prepare application documents in consultation with the DPD Director. Announcement of mandatory workshops will be made in classes, posted on the DPD Facebook page, and emailed via the ENS listserv.

Procedures for Handling Student Grievances against Members of the Faculty

If you have an issue with a professor, the Ombudsman will suggest steps for you to take toward resolving any conflict quickly and informally. Depending on the situation, these steps may feel inappropriate or uncomfortable. If that is a case, do not hesitate to speak with the Ombudsman about trying a different route. At any point during this process, you are more than welcome to meet with the Ombudsman and discuss your concerns.

Step 1: Talk to the Professor

Often conflicts are results of misunderstandings or miscommunications and can be resolved with a simple conversation. Approach the situation with an open mind and a positive attitude. If the professor is unresponsive or you do not feel satisfied with the results of your efforts, then . . .

Step 2: Talk to the Department Chair

The Department Chair of the particular department in which you are experiencing a conflict can be very helpful. Department Chairs know the professors within their departments well and have a strong understanding of the policies within that department.

Additionally, other students may be experiencing problems similar to yours, and it is helpful for the Department Chair to be fully aware of the extent of student concerns.

If you are feeling unsatisfied after speaking with the Department Chair, then . . .

Step 3: Talk to the Assistant Dean for Student Affairs

Each College within San Diego State University has an Assistant Dean for Student Affairs. The Assistant Deans have a broad knowledge of the policies within their respective colleges, and they work specifically to enhance students' college experiences. If you feel the Assistant Dean for Student Affairs is unable to help you to your satisfaction, then...

Step 4: Meet with the Ombudsman

The Ombudsman will work with you directly to help you figure out your options and the appropriate next steps. Again, you are always welcome to contact the Ombudsman for guidance at any point. This process exists, not to give students the run-around, but to help students resolve concerns on the most informal level possible – often salvaging student/faculty relationships and saving students' time in the long run. Additionally, students must exhaust informal levels of redress before filing a formal grievance with the Student Grievance Committee (for more information please see SDSU Student Grievance Code and SDSU Student Grievance Committee Procedures).

Filing a Complaint with ACEND

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. For complaint forms and procedures, please visit:

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

DIETETIC STUDENT PROFESSIONALISM, RESPONSIBILITIES, AND ETHICS

Professionalism – Students enrolled in the DPD are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow students, faculty, and administrators and all persons encountered while completing experiential learning activities on and off campus.

Professional Demeanor – DPD students are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics (link on page 25). Communications by email should use appropriate grammar and punctuation and should not use text messaging format. In addition, DPD students should not engage in communications which are disparaging or critical of SDSU, SDSU faculty, the dietetics program, fellow students, or any experiential field site or clinical agency/employee, or which are clearly offensive to any reasonable person. Particular attention should be paid to avoiding posting of such information on a public/electronic forum. Please keep in mind that while away from campus, students are acting as an ambassador for SDSU, the dietetics programs and the profession.

Professional Dress – Students are expected to be neat, clean, and well-groomed at all times. There will be several off-campus learning activities within the clinical, community, and foodservice settings that require professional dress. Some class presentations and SDSU campus experiences will also require professional dress. Students should dress conservatively, modestly, and follow the guidelines outlined below. Skirts, professional/dress pants, blouses, sweaters, and tailored dresses are appropriate for women. Men should wear a collared shirt, dress slacks or khaki pants. Professional attire should be worn under the lab coat (no jeans or sweat shirts, miniskirts, leggings, low-cut blouses, or tank tops). In food preparation areas no large jewelry (rings, earrings, bracelets) or fingernail polish should be worn. Nails should be clean and short. Experiential field supervisors and program faculty reserve the right to send a student home that is not appropriately dressed.

Attendance - Students are expected to attend all classes, laboratory sessions and field experiences in order to take full advantage of the learning opportunities within the SDSU DPD. Some courses have required attendance which are tied into course grading criteria. For off-campus experiences, students will go to the area of assignment at the scheduled time.

Personal Hygiene - Students will follow sanitary practices in the clinical facilities. Wash hands with soap and water before working with food. Wash hands after working in a soiled area before working with food. Wash hands after going to the toilet or using a handkerchief before handling food again. Avoid touching hair or face while working with food; wash hands after each contact. Visible piercing jewelry may not be worn any place other than the ears during placements.

Food Handling - Correct methods of tasting must be followed when tasting food at ALL times. Spoons and a rubber spatula used for blending or stirring ingredients are not to be licked. The two spoon method for tasting is best to follow. A spoon or fork placed in the mouth must be washed or put in soiled area immediately.

Experiential Learning – Students enrolled in Nutrition 510 will complete rotations at an assigned Women, Infants and Children (WIC) site in San Diego County. A background check will be required prior to the first rotation. Students doing experiential learning will not be used to replace employees at the learning site.

Illness or Injury at a Facility for Experiential Learning - If the student experiences an injury, illness, or other adverse event while in rotation at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the student. The student is responsible for any costs incurred.

Release of Liability for Travel – Students must sign a release of liability form for travel to and from field trip and experiential learning sites.

Absences - Classes, laboratory or practicum experiences that are missed due to injury, illness or family emergency must be made up at the discretion of the instructor. The student must call the instructor in the event of absence if at all possible. If the instructor can't be contacted prior to class, the student must make every effort to get a hold of the instructor as soon as possible.

Electronic Devices – The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted to note-taking, faculty-led class activities, and used specifically related to class assignments. No texting or emailing during class or experiential learning is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during experiential learning activities. Cell phones must be placed on “silent” mode during classes and experiential learning activities. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional.

Social Media – Social media and public networking sites (e.g., Facebook, Twitter, Instagram, YouTube, or LinkedIn) should not refer to faculty, preceptors, patients, sites, or other potentially confidential sensitive information. It is recommended that students maintain privacy settings so as to limit those who have access to their pages. Please be aware that employers and supervised practice programs may access all public information.

HIPPA and Patient Confidentiality – Patient and client confidentiality is of primary importance to the SDSU DPD and all institutions providing learning experiences for DPD students. Students are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPPA) standards as a practicing RD/RDN. Patient and employee information (both documented and undocumented) is confidential. Confidentiality must also be observed with regard to employees and clients in the foodservice operations, public health, and community experiential learning sites. Students shall not communicate any information, via social media or otherwise, which violates ethical and legal obligations regarding patient privacy and confidentiality.

Academic Honesty and Identity

Academic honesty is paramount to the SDSU DPD and the profession. Instructors for online courses employ methods to detour cheating as well confirm student identity. Students should inform course instructors of suspected cheating by other students.

Ethical Considerations -The ethics of the profession of dietetics include a sense of moral value regarding standards of practice, knowledge of responsibilities, and rules of conduct based upon human relations. Students can facilitate his/her professional and personal adjustments by assuming responsibilities for the following areas:

Responsibilities to Self

1. To learn through application, experience, and experimentation.
2. To think critically.
3. To solve problems with minimum guidance through logical methods.
4. To evaluate or assess learning experiences based on stated and personal objectives.

Responsibility to the Clients

1. The client's welfare is the student's prime objective.
2. The student should respect information of a confidential nature regarding the client.
3. An attitude of objective, professional, and sincere interest should be maintained toward the client.
4. The student should consult with his or her instructor or preceptor concerning client encounters, including client dietary instructions, and imparting information to the client.
5. Information imparted to clients should be limited to one's professional area. The student should not assume the role of a social worker, psychologist, occupational therapist, physical therapist, physician, nurse, etc.

Responsibility to the Institution

1. The student should accept and abide by the rules of the institution, which is providing community experience.
 - a. Rules and regulations vary from one institution to another.
 - b. When information regarding policies is insufficient or unclear, it is necessary for the student to ask questions.
2. The student should respect information of a confidential nature regarding the institution.
3. Punctuality is an obligation and an essential factor of good human relations. Be on time. Telephone the instructor or preceptor if you will be late or absent.
4. Loyalty to the institution during term of affiliation is expected.
5. Institution materials and equipment should be cared for and respected.

Responsibility to the Department and Co-workers

1. Supervision is a two-way communication process. The student can hasten his/her progress by a thoughtful use of supervision, particularly in the following areas:
 - a. Request guidance when necessary by asking pertinent questions.
 - b. Contribute to the overall functioning of the department by using personal resources and those available at the department.
 - c. Complete assignments and experiences carefully and share ideas regarding change with the instructor or preceptor.
 - d. Observe proper channels of procedure regarding suggestions, criticism, and grievances.
2. Addressing of patients and superiors should be consistent with department policies.

3. Personal appearance has a direct bearing upon professional relationship with personnel and patients. Neatness and conservation are important considerations.
4. The student has a responsibility to be a good example in attitude, behavior, and professional performance, especially when dealing with hospital personnel and visitors.

Responsibility to the Profession and Professional Organization

1. Each student should realize that he/she is a contributing factor in the growth of the profession. The student is committed to uphold its dignity and honor.
2. The Academy of Nutrition and Dietetics and the individual State or District Regional Associations, through their combined effort, represent the organized strength from which stems the status of the dietitian. By joining these associations, the student gives support and demonstrates interest. Membership is strongly recommended for both the Academy of Nutrition and Dietetics and the California Academy of Nutrition Dietetics. The Academy of Nutrition and Dietetics maintains a Code of Ethics to govern the actions of its members. Read the Code of Ethics at <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>
3. The Student Nutrition Organization is a very active professional organization for students interested in the field of dietetics. They have regular meetings and activities that support the field of dietetics. DPD students are encouraged to participate in this club.

Responsibility to the Community

1. The student has the opportunity during his/her field placements to learn about available community resources.
2. The community is the home of future dietitians. The student can contribute to recruitment by example and orientation of interested persons to dietetics.

Responsibility to Peers

1. The student will be supportive of peers in group activities.
2. Students will demonstrate professional ethics by giving credit for peer contributions.

PROGRAM COSTS

The following is an estimation of program cost to the individual student. Figures are for the full academic year if not otherwise noted.

Tuition: see current tuition rate at the following web link <http://bfa.sdsu.edu/fm/co/sfs/>

Lab fees	\$135 (\$55 Nutr 205, \$45 Nutr 302L, \$35 Nutr 405)
Lab Coat	~ \$40
Books and Supplies	~\$500.00- 800.00
Parking fees for field trips	~\$40
Background Check for WIC placement	~\$20
Membership in the Academy of Nutrition and Dietetics (optional)	\$65/year

The figures quoted above are estimates of actual program expenses as of Fall 2018. Actual cost may be more or less than estimates. Housing, transportation and personal living expenses have not been included as these often vary considerably between individuals. The SDSU Office of Admissions has estimated costs of attendance, which can be found here:

https://admissions.sdsu.edu/about_sdsu/costs_of_attendance

Links to Other Important Information related to the DPD

For course descriptions of Nutrition classes, refer to the General Catalog at <https://curriculum.sdsu.edu/catalog/2018-19/111-Nutrition.pdf>

For university graduation requirements for the bachelor's degree, refer to the General Catalog at <https://curriculum.sdsu.edu/catalog/2018-19/026-Grad-Requirements.pdf>

For information about university policies, refer to the General Catalog at <https://curriculum.sdsu.edu/catalog/2018-19/139-Uni-Policies.pdf>

The DPD follows the schedule set forth in the SDSU Academic Calendar. For the the current calendar, refer to the SDSU website at <http://arweb.sdsu.edu/es/registrar/academiccalendar.html>

For information about Student Health Services (SHS), refer to the SHS website at <http://shs.sdsu.edu/>

For information about career planning and counseling, refer to the Career Services website at https://go.sdsu.edu/student_affairs/career/careerplanningcounseling.aspx

For information about services and accommodations for students with disabilities, refer to the Student Ability Success Center website at http://go.sdsu.edu/student_affairs/sds/

For information about financial aid and scholarships, refer to the Student Affairs website at

http://go.sdsu.edu/student_affairs/financialaid/scholarships.aspx

Additional scholarships are available to students in the School of Exercise and Nutritional Sciences, and more information can be found on the ENS website at <https://ens.sdsu.edu/student-resources/scholarships/>

For more information about the Code of Ethics for the Nutrition and Dietetics Profession refer to the Academy of Nutrition and Dietetics website at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

e-Portfolios for Students in the Didactic Program in Dietetics
San Diego State University
School of Exercise and Nutritional Sciences

Your Student Portfolio can be used for both planning learning/training needs and assessment.

1. Your portfolio will allow you to assess your own learning and training needs by having you:

- Think about and plan your future
- Evaluate your progress toward your goals
- Identify learning experiences that will help you reach your goals
- Reflect about what you have learned and what you will apply from your educational, professional and volunteer experiences
- Demonstrate what you know and can do
- Learn to use a progressive tool which will be carried forward from year-to-year to recognize vital pieces of your personal, academic and career development process
- Record ongoing work and accomplishments
- Provide a sense of accomplishment

2. Your portfolio will allow the faculty to assess student learning and achievement of AND-required Foundation Knowledge and Skills for the Didactic Component of Entry-Level Dietitian Education Programs. The AND requires that each program prepare entry-level dietitians in eight areas.

- Communication
- Physical and Biological Sciences
- Social Sciences
- Research
- Food
- Nutrition
- Management
- Health Care Systems

By including select projects from your coursework and outside activities, we will be able to measure the effectiveness of the curriculum in preparing students to be dietetic practitioners.

Required Components of Your Student/Professional Portfolio

- I. Welcome Page and Menu
- II. Brief Biosketch
- III. Resume
- IV. Professional Goals
- V. Demonstration of Academic Competency Achievement – **PASSWORD PROTECTED or PDF WATERMARKED**
 - A. Include requirements from coursework divided into sections by course
 - B. Include reflection statement from each course
- VI. Professional Experience and Leadership
 - A. Include employment and volunteer experience
- VII. Honors, Awards, Scholarships, Special Recognitions
- VIII. Hobbies or “Special Things About Me”

Putting your Portfolio Together

- Use an online portfolio program of your choice. Many students find that weebly.com, squarespace.com or wix.com work well.
- Every item should have a caption
- Each section should have a reflective statement
- Grammatically correct
- Free from spelling errors
- Consistent in font, margins, tabs
- Use bullet points and have some white space on each page
- Logical organization and sequencing
- **Be sure to password protect the Demonstration of Competency of Academic Achievement section or use the pdf watermark function for each document. Otherwise future students will have access to your work.**

1. Welcome Page – include a menu to access different sections of the portfolio

The Career Portfolio

Of

[Type your name here]

This portfolio is the work of [Your name]. Please do not copy without permission. Some of the exhibits, work samples, and/or community service samples are the proprietary property of the organization whose name appears on the document. Each has granted permission for this product to be used as a demonstration of my work

II. **Biography (Biosketch)**

Write this from a third person perspective as though you are being introduced by someone before giving a presentation.

- Often used when you are working with the media or giving presentations
- Short summary of your qualities and qualifications
- Overview of your
 - Education
 - Work experiences
 - Memberships
 - Community Service Activities
 - Leadership Roles
 - Volunteer Activities
 - Professional Interests
- Optional at the end
 - Family
 - Hobbies
- Should be interesting to read, pleasant and conversational in tone
- Place just before your resume

Sample biosketch:

Jennifer Jones grew up in San Diego, California. She attended Pacific University on a soccer scholarship and played for two years. Her second year, the team qualified for the NCAA Tournament.

After her sophomore year Pacific University, she transferred to San Francisco State University where she graduated with a Bachelor of Arts degree in Communication. Realizing that she wanted to practice dietetics, she enrolled in the Master's program at San Diego State University to complete the classes needed to begin an internship and also complete the requirements for a Master's degree in Nutrition. "I am glad I went ahead and completed my Master's because it gave me the opportunity to explore various avenues of dietetics that I do not think I would have been able to experience otherwise."

Her interest in nutrition began while working in a pharmacy and learning the importance of nutrition on many different disease states. She finds working in the nutrition field to be very rewarding and hopes to use her degree in dietetics to be able to educate clients about the values of good nutrition and provide programs to help underserved populations.

In her last semester of graduate school, Jennifer was awarded the 2007 Outstanding Graduate Student of Excellence. She was nominated by several professors in the School of Exercise and Nutritional Sciences.

In her spare time, Jennifer enjoys traveling and spending time with her family and friends. Ms. Jones plans to stay in California after her internship and begin working in the field of dietetics.

IV. Professional Goals

Your Professional Goals

- Plan for 2 to 5 years from now
- Make sure your goals are measurable
- Make sure they are specific
- Write 3 to 5 goals
- Don't make your career goals too personal

How to Start Developing Professional Goals

Step 1: Reflection

- What are your strengths, weaknesses and interests?
- What do you enjoy most in your coursework, work experience, volunteer service?
- What are your short and long term professional and personal goals?

Step 2: Assessment

- Based on your short and long term goals and perceived weaknesses, what are your learning needs?
- Prioritize these needs based on their level of importance in reaching your goals

Step 3: Planning

- What is needed to accomplish your learning needs?
- Each learning need should relate to at least one goal and that learning need should be accomplished with a proposed plan

Step 4: Implementation

- Put the plan into motion.
- Document what you are doing or have done to accomplish your plans.
- A valuable addition to a portfolio is "work in progress"

Step 5: Evaluation

- Review your progress over the past few years.
- Evaluate what you have learned and how you have applied the new knowledge
- Revise your goals as they are accomplished, writing new goals as some are achieved and as your needs change

V. Demonstration of Academic Competency Achievement

Reflection Statement from each course listed below

This statement should be approximately one page long and is to include a thoughtful discussion about what you are taking away from this class. Some points to consider:

1. What did you learn in this class and how can you see yourself applying it in the future as it relates to your personal and/or career goals?
2. Which activity or assignment stood out for you and why?
3. What about the way the course was taught facilitated your learning the material?

Course Work – Need to include each assignment and documentation of the grade (scanned copy of grading rubric or screenshot of grade on Blackboard)

Nutr 201 – N/A (reflection statement only)

Nutr 203

_____ Cultural Cuisine Report

Nutr 205

_____ Laboratory Report on Sensory Evaluation

Nutr 302 – N/A (reflection statement only)

Nutr 302L

_____ Case Study Composite (average score of all NCP notes)

_____ Animal or Human Study Project Manuscript

Nutr 303

_____ Food Service System Lecture Project (must include graded rubric)

Nutr 304

_____ Nutrition Information in Media Powerpoint Slides

_____ Meal Plan Project

Nutr 401 – N/A (reflection statement only)

Nutr 404

_____ Business Plan for food service facility (must include graded rubric)

Nutr 405

_____ Food Product Development Project

Nutr 406 – N/A (reflection statement only – can write one reflection statement for 406/408)

Nutr 408

_____ Nutritional Genomics Quiz

Nutr 407

_____ Meal Planning Project

_____ Lower GI Case Study

_____ Malnutrition Case Study

Nutr 409

_____ Renal Disease Case Study

_____ Reflection for one field trip

_____ Code of Ethics Quiz

Nutr 510

_____ Interviewing Report

- _____ Counseling Report
- _____ Lesson Plan and Brochure
- _____ Lesson Plan Presentation
- _____ Legislative letter
- _____ Midterm exam grade
- _____ Group debate grade

ENS 434

- _____ Team Ideation Project

VI. Professional Experience and Leadership

- A. Include both employed and volunteer experience**
- B. Write about each experience in paragraph form – what you learned, skills you gained, what you can apply**
- C. Include photos or images to correspond with each experience**

VIII. Honors, Awards, Scholarships, Special Recognitions

- A. Include a caption and photo or image (if available) for each**

IX. Hobbies or “Special Things About Me”

- A. What separates you from others? Showcase your unique talents here!**
- B. Make this creative, and include photos. This section is what will make you stand out and be remembered!**

Possible Items to Include in a Student Portfolio

Community/Club Activities

- Certificate of participation in a program
- Evaluation written by a supervisor or other individual
- Outline of a lesson plan you designed to lead a program or presentation
- Pictures of members participating in an event you helped to plan
- Special note or feedback for your help with a project
- Invitations/program/poster designed for a special event
- Agenda describing items discussed in a committee in which you were involved
- Sketch of a layout used to set-up equipment and facilities for an event
- Record of your sales achieved for fund raising

Classroom/School Experiences

- Examples of assignments with special comments from faculty member
- Examples of works in progress or various stages of a major project
- Actual item created through a class project or a picture of the item
- Report on a topic of special interest
- Outline of a memorable presentation to a class
- Transcripts of grades highlighting those classes you particularly enjoyed
- Certificate of completion of class or assignment or special training
- Letter written to individual you were required to contact for a class assignment
- Pictures or souvenirs from a field trip or study abroad
- Positive evaluation received from faculty member or field placement supervisor
- Summary of a research project you designed
- Abstract of presentation made a professional meeting or research competition

Academic Recognition

- Letter or certificate which recognizes you as a scholarship recipient
- Letter or certificate which designates you as a Dean's List member
- Graduation program highlighting designation as Valedictorian, Salutatorian or special honors
- Summary of scholarly research projects and/or results
- Newspaper article noting recognition of special honors
- Special awards for participation in an event
- Pictures of trophies/ribbons for winning or placing in a competition
- Newspaper clippings of individual or team accomplishments
- Pictures of team or individual participation in an event
- Letters of commendation from coach, advisor, or other individuals associated with athletic or academic achievement

Special Skills

- Examples of handouts, letters, memos, reports, charts, graphs, brochures designed using computer software
- Correspondence written in a foreign language
- Documentation of study abroad
- Evidence of a hobby, craft or topic of special interest, certification of skill level such as CPR, First Aid

Work Related

- Letter of recommendation from present or former employers
- Performance evaluations
- Special recognitions from supervisor of customer for work performed
- Employee of the month award
- Clippings from employee newsletter about you

Other

- Philosophy statements
 - A brief description of your beliefs about yourself and the profession
- Academic plan of study
 - Your plan of study that lists courses you have taken to fulfill your degree
- Your resume and cover letter
- Personal statement/reflective autobiography
- Career summary and goals
- List of awards and honors
- List of conferences, workshops in which you have participated
- List of presentations
- Academic transcripts, degrees, qualifications
- References and contact details for references

Examples of Skills to Highlight in Your Portfolio

(Source: Creating Your Career Portfolio, Williams, et al, Prentice-Hall, 2005)

These are skills that employers will look for in an employee:

A Sampling of Hard Skills

Food Preparation

- Menu formulation
- Food preparation
- Purchasing
- Budgeting

Food Safety

- Knowledge of health, safety and issues related to food consumption trends
- Nutrient composition of foods, food additives, food allergies
- Naturally occurring toxins, pathogens, pesticides, bio-tech foods
- Irradiated foods
- Food laws and regulations

Assessment

- Assessment and screening techniques
- Medical record reviews
- Patient care plan development
- Documentation techniques

Nutrition in Disease

- Physiological and biochemical aspects of nutrient metabolism
- Biochemical and physiological principles of nutrition for sport, obesity, eating disorders, respiration, alcohol metabolism, inborn errors, immunity, cancer
- The nervous system and trauma

A Sampling of Soft Skills

Teamwork

- Putting the good of the team ahead of yourself
- Respecting others' opinions
- Hearing people out
- Involving everyone in finding solutions to problems

Presentation Skills

- Leading a meeting
- Promoting an idea to the boss
- Giving your thoughts in a meeting

Communication Skills

- Answering the phone
- Writing e-mails
- Putting together a proposal
- Interacting with co-workers and customers
- Being a good listener
- Giving and receiving feedback
- Writing in medical records

Leadership

- Heading up a project
- Training others
- Delegating
- Negotiating
- Managing conflict
- Planning
- Setting priorities
- Organizing skills

Other Soft Skills

- Problem solving
- Multi-tasking
- Thinking quickly
- Ability to make decisions
- Customer service
- Courtesy
- Ability to work with multiethnic population
- Work ethic
- Self-discipline

Transferable Skills

- Verbal communication
- Nonverbal communication
- Plan and organize
- Counsel and serve
- Create and innovate
- Written communication
- Train/consult
- Interpersonal relations
- Leadership
- Management
- Financial
- Administrative
- Analyze
- Construct and operate
- Research

DPD STUDENT PORTFOLIO ASSESSMENT RUBRIC

Name _____	Semester _____		
	Does Not Meet Expectations = 0	Meets Expectations = 1	Exceeds Expectations = 2
<p>Organization The portfolio is organized according to guidelines</p> <p>Score _____</p>	<p>Lacks organization or does not adhere to guidelines. Appears chaotic. Not reader friendly.</p>	<p>May be somewhat organized or lack complete adherence to guidelines. Somewhat reader friendly.</p>	<p>Very well organized and meets all outlined expectations and guidelines. Aesthetically pleasing. Very reader friendly.</p>
<p>Written communication skills The portfolio reflects use of appropriate written communication skills.</p> <p>Score _____</p>	<p>Numerous spelling, grammatical, word choice, sentence structure, capitalization and punctuation errors.</p>	<p>A few spelling, grammatical, word choice, sentence structure, capitalization and punctuation errors.</p>	<p>No evident spelling, grammatical, word choice, sentence structure, capitalization or punctuation errors.</p>
<p>Appropriateness of selected materials The portfolio contains adequate and appropriately selected items in the designated sections</p> <p>Score _____</p>	<p>An inadequate number of items or inappropriate items in designated sections.</p>	<p>Barely adequate number and some difficulty associating a few items with designated sections.</p>	<p>Completely adequate number and each item is clearly representative of the designated section.</p>
<p>Assessment The portfolio contains reflective statements that demonstrate critical thinking skills</p> <p>Score _____</p>	<p>Ignores or superficially evaluates experiences/does not justify results or explain reasons.</p>	<p>Offers some analyses and evaluations of experiences and some explanation of results and reasons.</p>	<p>Thoughtfully analyzes and evaluates the experiences and thoroughly explains results and reasons.</p>
<p>Professionalism The portfolio is appropriate for use in a professional setting</p> <p>Score _____</p>	<p>Not appropriate for use in a professional setting</p>	<p>With some editing and/or modifications, the portfolio would be appropriate for use in a professional setting</p>	<p>As presented, the portfolio is appropriate for use in a professional setting</p>

TOTAL SCORE:			
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Evaluator's Comments:

I _____ certify that I have read
the San Diego State University Didactic Program in Dietetics Student
Handbook.

Signature _____

Date _____