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I. EQUAL OPPORTUNITY

Universidad del Turabo and its Nutrition-Dietetics Program are committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons in admissions, educational programs or activities, and employment (including employment of disabled veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries has been delegated to: Office of Vice-Chancellor of Student Affairs.

II. INTRODUCTION

Public interest in nutrition and wellness is growing rapidly. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian (RD) is uniquely qualified to distinguish between nutrition facts and facilities. RD’s are nutrition experts recognized by the health profession and the public as credible sources of information.

As specialists in foods, nutrition and dietetics, RD’s offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from hospitals to wellness programs to corporate foodservice operations.

Dietetics is concerned with the nutrition and feeding of people. The special body of knowledge of our profession is the science of nutrition, but delivery of care requires skills in a number of closely allied fields such as food science, business, management, psychology, social science, economics, and communications. The strong base in science and in these other areas is developed through selection of relevant prerequisite and supporting cognate courses and in the professional courses.

The profession is undergoing rapid change, partly as a result of the knowledge and technological advances occurring in the sciences, but also because of changes in the health care system, including payment mechanisms, shifts in location of and access to care, and the nature of health problems and social system including shifts in population demographics, population mobility and more competitive career opportunities for women. An educational program must prepare the practitioner for the present and the future. As a result, the CPD affirms the core knowledge and performance requirements of the ADA as the minimum standard for program completion, using them as the basis for the curriculum.

By emphasizing skills in critical thinking and problem solving, the program affirms the need to foster use of creativity and flexibility for meeting the changing needs of the profession and society. The program emphasizes gradual development of skills in self-directed learning, affirming the belief in the need to develop skills in deliberate, reflective, self-evaluation and lifelong learning as components of professional behavior. To help students develop as accountable professionals, the program provides opportunities for them to learn leadership and communication skills and a value system congruent with professional practice.
The purpose of this handbook is to provide relevant information to students in the Coordinated Program in Nutrition-Dietetics. Upon completion of the Program, students are eligible to write the Puerto Rico licensure exam and the Registration Examination for Dietitians. Also to be eligible to become a member of professional organizations.

III. PHILOSOPHY, MISSION AND VISION OF THE PROGRAM

A. Philosophy

1. Learning by the student dietitian is facilitated and enhanced by coordinating supervised practice with didactic instruction.
2. Students benefit from interaction with a variety of professionals in a variety of supervised practice settings.
3. While the CP has a strong community nutrition component students need to meet entry level competencies in food service management and medical nutrition therapy.
4. Ongoing evaluation and revision of CP goals and didactic and supervised practice learning experiences are necessary in order to keep pace with changes in nutrition-dietetic practice, the delivery of health care and methods of nutrition-dietetic education.
5. The Program and the nutrition-dietetic profession benefit when the student population is diverse.

B. Mission

“The formation of entry-level Nutritionists and Dietitians who can provide excellent services to local and global communities within an interdisciplinary setting and as leaders”.

C. Vision

“To be a program of excellence that follows the guidelines for ethical and quality standards in the Nutrition-Dietetics field”.

IV. GOALS OF THE PROGRAM

1. Prepare competent entry level Nutritionists-Dietitians who can work in a variety of settings.
2. Provide students with encouragement, motivation, and support, in order for them to complete their dietetics program of study.
3. Utilize resources effectively and efficiently.
4. Develop professional Nutritionist-Dietitians committed to community service and interdisciplinary work.
5. Develop professionals capable of participating in Nutrition and Dietetic research related activities.

For Outcome Measures for the above goals see Appendix A.
### V. PROGRAM LEARNING OUTCOMES

<table>
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<th>Program Goals (#1, 4 &amp; 5)</th>
<th>Learning Outcomes</th>
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<tr>
<td>Prepare competent entry level Dietitians who can work in a variety of settings.</td>
<td>Apply problem solving, critical thinking techniques in foodservice systems management, community nutrition and medical nutrition therapy.</td>
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<td>Demonstrate ethical values and human sensibility in working with patients, employees, and with the general public.</td>
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<td>Proficiency in a minimum of three (3) recognized major nutrition areas, such as; foodservice systems management, community, and medical nutrition therapy.</td>
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<tr>
<td>Provide professional Nutritionist-Dietitians committed to community service and interdisciplinary work.</td>
<td>Demonstrate oral and written communication skills in working with patients/clients, employees, and with the general public.</td>
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<td>Play an effective role in interdisciplinary professional work groups.</td>
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<td>Apply skills in the preparation of educational materials for various audiences/groups.</td>
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<td>Develop professionals capable of participating in Nutrition and Dietetic research related activities.</td>
<td>Participate and demonstrate interest in community nutrition research, surveillance and monitoring.</td>
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<td>Develop a health promotion/disease prevention intervention project, applying research methodology.</td>
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<td></td>
<td>Interpret and incorporate new scientific knowledge into practice, applying research methodology.</td>
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<td>Recognize the need to engage in life-long learning, participating in professional/educational activities.</td>
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### VI. PROFESSION OF NUTRITION-DIETETICS

#### A. Philosophy

Optimal nutrition is essential for the health and well-being of every person. It is the right of each individual to have access to food to meet nutritional needs.

Societal needs are best served by having a population that is optimally nourished.

Food and nutrition are not synonymous, but are inseparable. Food is the main source of nutrients that are essential to meet biological needs. Nutrition is the interaction between food and the living organism and is influenced by a myriad of psychological, social, economics, and
technological factors. When food cannot be used to attain nutritional adequacy, alternate means for supplying nutrients must be sought.

Nutritionist-Dietitians, by their knowledge of the interrelationships of food, nutrition and health, are uniquely qualified to serve people while respecting the individual’s right to make decisions concerning health. Education, which develops an integration of knowledge, skills, and attitudes relevant to the profession and which continues beyond obtaining academic credentials, is essential for fulfilling the profession’s mission.

B. Mission

The mission of the profession of nutrition-dietetics is to promote and maintain health through the encouragement of adequate nutritional status of individuals and groups.

C. Nutrition-Dietetic Practice

Nutrition-Dietetic practice is the integration and application of scientific principles of food, nutrition, biochemistry, physiology, management, and behavioral and social sciences to achieve and maintain the health of people.

Unique functions of nutrition-dietetic practice are:
- Identifying and utilizing appropriate sources of nutrients to meet individual and groups’ needs
- Establishing and maintaining standards of quality in food and nutrition services
- Developing and managing systems whose chief function is nutrition care

D. Standards of Professional Practice & Code of Ethics

See Appendix B1 & B2.

E. Knowledge, Skills, Cor (CD) and Community Emphasis Competencies

See Appendix C.

VII. STUDENT SELECTION

Students must be admitted to the Universidad del Turabo, School of Health Sciences with a grade point average of 2.75 or higher on a 4 point scale, completing an admission application in the Admissions office within the established time-period and send with a $15.00 non-refundable fee.

Students from High School also must be admitted with the 2.75 or higher grade point and must pass the College Board Examination with a minimum of 450 points, in English, Spanish and Mathematics and submit evidence of High School diploma from an accredited school or a high school certification.
Applicants are considered for admission to the Supervised Practice Experiences and / or NUTR 455 course, after successful completion of prerequisite courses with a grade point average of 2.5 or higher on a 4 point scale. In addition, must be a comprehensive exam and approved them with 70% or more. The CPD Director completes an authorization statement (Appendix E) for Supervised Practice Experiences and / or NUTR 455. No more than 27 items per academic year (each August) are admitted.

Students who complete didactic and supervised practice components are oriented to complete a form requesting a final course revision by the Registrar’s office along with a fee. Students will receive a certification of completion of requirements and their graduate status.

VIII. CURRICULUM

A. Study Plan; see Appendix D
B. Supervised Practice and NUTR 455 Authorization Statement; see Appendix E
C. NUTR Courses Description; see Appendix F
D. Supervised Practice Learning Experiences; see Appendix G

IX. PROGRAM EXPENSE (subject to change)

- Usual costs of University tuition, fees, textbooks, supplies, housing
- Initial physical examination, annual tuberculin, laboratories and vaccines ($ 220.00) *
- Health Insurance
- Transportation between campus and clinical facilities
- Lab coat, name badge and CPND emblem ($60.00)
- Uniforms ($ 45 – 60 each)
- Shoes ($40 – 60)
- HACCP Basic Certification ($10)
- Fees for professional meetings, workshops, conferences ($300.00)
- Affiliate Membership in the American Dietetics Association ($43.00 per year)
- Optional Membership in the UT Dietetics Students Association ($20.00 new enrollment, $16 renewal each semester)
- Optional computer system ($1500.00)
- Graduation Fee ($85.00)
- Upon graduation:
  - Registration Examination RD test fee ($200.00)
  - Membership in the American Dietetic Association ($200.00)
  - Puerto Rico licensure:
    - Puerto Rico Provisional Licensure ($25.00)
    - Puerto Rico Examination Fee ($110.00)
    - Licensure Registration ($75.00)
    - Membership in “Colegio de Nutricionistas y Dietistas de Puerto Rico" ($70.00)

* Students in the CP must have a physical examination annually completed by a physician within 60 days at the beginning of the clinical dietetics semester. This examination is required by the participating
healthcare facilities before a student is allowed to start their supervised practice experience. The physical examination form to be completed by the physician is available from the CP director and the supervised practice coordinator (see Appendix H).

X. PROGRAM POLICIES

A. Vacation, Holiday and Absence Policy

Attendance at all didactic and supervised practice courses is mandatory. Excused absences are for illness certified by a personal physician, serious illness or death in student’s immediate family, and being away from campus with sanction of the University. Further, students are required to arrive for supervised practices, classes on time. If it is necessary for a student to be absent or late for supervised practice, he/she must notify the clinical instructor and preceptor at least one hour prior to starting time. All missed supervised practice must be replaced at a negotiated time with the preceptor and supervised practice coordinator.

If it is necessary to leave the clinical setting early or before work is completed, permission must be obtained from the supervised practice coordinator and/or the preceptor.

Students may request in writing a leave-of-absence for reasons such as health and pregnancy. The letter should indicate a date when the student will meet with the CP director to discuss reentry to the CP. The opportunity to complete remaining supervised practice experiences will depend upon availability of clinical sites and clinical supervision.

B. Transportation and Liability for Safety to or from Clinical Sites

Students are expected to provide their own transportation to and from any off campus activities such as supervised practice sites, field trips and travel to professional meetings. Many, but not all, sites are accessible via public transportation. It is highly suggested that students have reliable transportation of their own. Students must provide their own automobile insurance, including motor vehicle liability insurance. The University assumes liability for safety during the supervised practice hours.

C. Professional Liability Insurance

The University carries professional liability insurance for University undergraduate students or students registered in Health Sciences degree programs that are engaged in supervised practice activities.

D. Injury or Illness while in the Facility for Supervised Practice

Students are expected to immediately report any injury or illness to both their current preceptor, and supervised practice coordinator. The decision regarding immediate action will depend on the circumstances and policies and procedures of the practice site. The University requires students to carry their own health insurance and to use designated services as needed.

E. Clinical Facility Policies:
An orientation to each facility is conducted at the time of supervised practice at the facility. Students are responsible for knowing and following policies and procedures established by the clinical facility to which they are assigned.

F. Gifts and Gratuities:

Students may not accept gifts or gratuities from institutions or patients/clients for services provided in supervised practices.

G. Professional Appearance:

Each student is expected to maintain personal appearance and dress appropriate the professional setting of the Universidad del Turabo campus (see Appendix I).

Students are expected to maintain a clean, well-groomed appearance and abide by the dress code of the clinical site to which they are assigned. Gum chewing is not permitted. Lab coats and uniforms are required for all supervised practice activities.

Hairnets or caps and uniforms must be worn when working in food production areas. Nail polish is not permitted. Simple earrings and watches are permitted.

All students are required to wear identification pins on field experiences. Lost identification badges must be replaced immediately.

H. Eating During Supervised Practice

Students should not eat or drink during supervised practice. Exceptions are scheduled meal/break times and tasting as part of supervised practice. Tasting is required to ascertain food quality. Students may request, in writing, a waiver of this requirement.

I. Confidential Information

As a member of the health care team and/or administrative team, students will have access to confidential information about patients/clients and employees. It is the student’s responsibility to keep all information confidential except in the performance of professional duties.

Students should use patient/client initials on nutritional care plans, case studies, and for oral presentations. Discussion regarding concerns about practices in clinical facilities should be reserved for meetings with clinical instructors.

J. Employment

Because of the demanding didactic and clinical course schedules, employment may be difficult. Students may work part-time through the first three years of the curriculum. Because of the demands of supervised practice, it is recommended that the student limit work during the second semester in fourth year. If such employment is necessary, hours must not conflict with course and professional meetings schedules.
K. Staff Relief

Each student must successfully complete one or two weeks of staff relief rotating on each supervised practice (foodservice, community and medical nutrition therapy). Revisions of staff relief work schedules are permitted for medical reasons only.

L. Assignments

Assignments and projects in Supervised Practice Experiences should be in correct grammatical form and be typed or word-processed unless otherwise indicated. (Care plans may be written in black ink). Assignments are due one week from date assigned unless otherwise indicated. Several points will be subtracted for each day the paper is late (including weekends and holidays). Assignments may be returned for revision or repetition.

The grade of incomplete will be given infrequently and only with a physician’s or similar verification. A written agreement between the student and the instructor must be negotiated before the last day of class or supervised practice. This agreement should state how and when the coursework would be completed. If this agreement is not made, or if the conditions of the agreement are not made on time, the final grade will be based on the actual points obtained.

M. Professional Meetings

Students in Supervised Practices Experiences are required to attend at least one Puerto Rico Dietetic Association meeting. Attendance at other appropriate seminars, conferences, medical rounds, in-service programs, and continuing education activities is frequently required and recommended. Students are expected to pay all expenses and transportation costs to meetings.

Students in Supervised Practice Experiences become affiliated members of the American Dietetic Association. This membership entitles students to the Journal of the American Dietetic Association and American Dietetic Association Times.

N. Student Records

Permanent files are maintained in the CPD director office. Information is not released without the consent of the student. A form indicating which records and for what purposes students authorized release is maintained in the student’s file. Students may request a review of their own records through the Program Director. The following student records will be maintained in the Program files (kept five years after graduation):

- Authorization statement for Supervised Practice Experience and/or NUTR 455
- Current address, telephone number, and person to notify in emergency
- Performance evaluations for supervised practices
- Grade reports
- Health reports
- Permission to release information
- Co validated courses (transfer students only)
- Substitution courses (not for freshmen students)
- Other documentation as needed
O. Accommodations

Special religious needs or disabilities requiring accommodation must be communicated in writing one semester prior to start of the CP.

P. Computer Requirements

Because of the use of Internet-based and/or assignments, students in the CP must have their own computer and Internet access by the beginning of their junior/second year. The on-campus computer facilities, although are available, are taxed to meet current student demands. The earlier the student can have access to his/her own system, the better. All UT students have an e-mail account provided by the institution.

Q. Academic Responsibilities of Students

It is expected that faculty and students will fulfill their obligations to the instructional process. However, if a complaint does arise, the parties should meet in an effort to resolve the matter. A written statement should be made when a discussion fails to resolve the problem or is inappropriate given the circumstances, the Dean of the School of Health Sciences should be contacted. If this contact fails to satisfy the complaint, the university’s published procedures should be followed.

If professional goals change, or the student and/or faculty determine that the program is not meeting the student’s needs, counseling sessions will be arranged. Alternatives will be reviewed and mutually agreed upon.

See section XII.

R. Academic Honesty

The principle of honesty is recognized as fundamental to a scholarly community. Students and instructors are expected to honor this principle and instructors are expected to take appropriate action when instances of academic dishonesty are discovered. An instructor, on discovering such an instance, may give a failing grade on the assignment or for the course. The instructor has the responsibility of notifying the student of the alleged violation and the action being taken. Both the student and the instructor are entitled to academic due process in all such cases. Serious acts of dishonesty may lead to suspension or dismissal.

S. Copyright Policy

Each semester, certain computer programs are used in the context of professional courses. Faculty adheres to the University’s policy regarding copying of computer software programs and remind students that they also are accountable for compliance with the intent of the policy.

University employees who purchase, lease, or otherwise acquire computer software programs for word processing and office automation, or for any other university use, with University funds, may not copy any such programs, which contains a notice of copyright.
Any UT employee who participates, directly or indirectly, in the copying of any software program violation of this order will be deemed to have misappropriated property, and will be subject to appropriate disciplinary measures.

Students are also reminded that they are responsible for compliance with laws governing copyright protection of course and resource materials. Noncompliance may result in disciplinary action beyond the legal ramifications.

XI. EVALUATION

A. Clinical Performance

Students are evaluated in writing by a preceptor and/or supervised practice coordinator at the end of each semester’s supervised practice. At this time, the student completes a self-evaluation. Feedback regarding clinical performance is provided as appropriate.

B. The Grading System

The grading system is presented in the syllabus for each course. Components may include self-evaluation, faculty/staff observation and evaluation, written and oral examinations, papers, projects, special assignments, portfolios, among others. Professional role delineation studies and standards of practice (ADA) are the basis for evaluation in the supervised practice settings. Achievement of a level of satisfactory or higher in supervised practice objectives is required. Faculty, Clinical instructors and as appropriate, Preceptors, meet with individual students (as necessary) at the midpoint of each supervised practice experience to provide feedback on their progress. End-of-the semester evaluation is comprehensive, encompassing all rotations.

Students are evaluated in writing by a preceptor and/or clinical instructor at the end of each semester’s supervised practice. At this time, the student completes a self-evaluation. The Faculty and Clinical Instructors review student’s grade points and course grades after each semester to determine compliance with program standards.

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. Every effort will be made to provide guidance and assistance to students with problems in either area. However, if improvement is not shown and the student continues to demonstrate a lack of ability or commitment, he/she will be removed from the program and encouraged to seek other career options.

C. Program and Course Evaluations

In addition to the provision for anonymous faculty evaluation for each course in the Coordinated Program, as well for the entire Program (2 times during the academic degree), students are strongly encouraged to complete evaluations for all courses and supervised practice rotations. These evaluations are discussed at the year-end curriculum workshop pursuant to program revision. Faculty believes participation in such evaluation is a component of professional behavior and accountability. Also the faculty, clinical instructors and preceptors complete an evaluation of NUTR courses, Coordinated Program and supervised practice.
D. Graduates Follow-up

1. Registration Exam

The National Registration Exam is administered throughout the year by external testing services. Eligibility depends upon submitting transcripts, the Program Director’s "Verification Statement", and official transcripts by the deadline specified by the American Dietetic Association. Students are also encouraged to release their exam score to the Program. Individual scores are confidential, but important in Program evaluation.

2. Job Survey

Approximately one year following completion of the program, questionnaires are sent to graduates and their employers to assess opinions regarding relevance of the program to job performance and expectations. Individual replies are confidential. Group data from the evaluations is a component of year-end program evaluation. Such feedback provides important data for program revisions.

XII. RESPONSIBILITIES OF FACULTY AND STUDENTS TO THE INSTRUCTION PROCESS

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

1. Responsibilities of Faculty Members
   a. Contribute to and remain abreast of the latest developments in their fields.
   b. Pursue teaching excellence continually.
   c. Treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, gender, sexual preference, age, marital status or handicap.
   d. Encourage differing viewpoints and demonstrate integrity in evaluating their merit.
   e. Attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes.
   f. Establish and maintain appropriate office hours.
   g. Present, early in the term, the following course information:
      - Course objectives and general outline.
      - Classroom procedures to be followed, and expectations concerning class attendance, and proposed dates of major evaluations. (including examinations, papers and other projects).
      - Grading policy.
      - Schedule of class-related activities, including class meetings and laboratory sessions.
      - List of texts and/or other materials needed for the course.
      - Late enrollment, withdrawal and other special policies.
   h. Provide and adhere within reasonable limits to the written syllabus of the courses.
   i. Know course matter thoroughly and prepare and present the material conscientiously.
   j. Be informed of University services and recommend their use to students when advisable.
   k. Follow these policies concerning written work and grades:
Grade and return written work promptly.
Submit final grades by the scheduled time.
Allow students to examine written material not returned within the term (e.g.,
final exam, major term paper) and retain such materials for one academic term
in accordance with unit policy.

i. Implement unit procedures for student evaluation of faculty teaching with attention
to preserving student anonymity.
m. Behave appropriately in dealing with students so as to maintain a scholarly
atmosphere.

2. Academic Responsibilities of Students
   a. Inform them of and fulfill all requirements of the University and those of the School
      from which they expect to receive their degree.
b. Fulfill conscientiously all assignments and requirements of their courses.
c. Attend regularly and punctually.
d. Uphold academic honesty in all activities.
e. Maintain a scholarly, courteous demeanor in class. Notify the instructor as early as
   possible if prevented from keeping an appointment or carrying out an assignment.
Discuss with instructor any class-related problem and follow established procedures
in problem-solving process.
f. Notify the instructor as early as possible if prevented from keeping an appointment
   or carrying out an assignment.
g. Discuss with instructor any class-related problem.
h. Adhere to instructors and general university policies on attendance, withdrawal or
   other special procedures.

XIII. ORIENTATION BEFORE SUPERVISED PRACTICE

Students who have completed the pre-requisite courses with satisfactory for one of the supervised
practice experiences (SPE) will be notified by letter the semester prior to start the SPE for orientation,
deliver SPE student and review ADA standards of practice, code of ethics, among others aspects.

XIV. INTERVIEW DAYS FOR GRADUATING SENIORS

Senior students who are in their last semester are allowed two days off from classes and/or facility
assignments for the purpose of job interviewing. Course instructors and facility personnel must be
notified as soon as possible of the requested time off and plans must be in place for coverage of duties
during the student’s absence.

XV. OBTAINING YOUR VERIFICATION STATEMENT

Upon completion of the Coordinated Program, all students will receive a Verification Statement
indicating that they have met the academic and supervised practice requirements making them eligible
to sit for the Registration Examination for Dietitians. Five copies of the Verification Statement are issued:
three for the student’s personal file, one to send to ADA to move from Associate Membership to Active
Membership, and one to use for licensure purposes. These verification statements are legal documents and should be handled carefully and stored in a secure place.

The program reserves the right to withhold issuance of the Verification Statement until program faculty and preceptors agree that the student is entry-level competent to practice in the field of dietetics.

**XVI. OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION**

The Coordinated Program in Dietetics at Universidad del Turabo has been granted developmental accreditation by the Commission on Accreditation for Dietetics education (CADE) of the American Dietetic Association.

CADE will review complaints that relate to a program’s compliance with the accreditation standards. CADE is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and or CADE’s policy and procedure for submission of companions may be obtained by contacting the staff at The American Dietetic Association, 120 S. Riverside Plaza, Suite 2000, Chicago Illinois 60606-6995, by calling 1-800-877-1600, ext. 5400, by fax 312-899-4817 or by e-mail education@eatright.org.

Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

**XVII. STUDENT SERVICES AT UT**

The location of resources to specific programming activities is an important goal of professional assistance in competent related areas. Increasing opportunities for varying services emphasize the necessity for identifying and assessing the potential for screening personal, educational and vocational needs. The UT offers a variety of strategies, programs services, and resources that can benefit and respond to particular needs or groups purposes within three comprehensively administered units.

**A. Professional Guidance Units**

Helping to make the best use of academic, mentoring, and educational resources. The unit is divided in three subunits:

1. **Academic Advising Program**

A professional advisor is assigned for each student within two years ahead by different coordinated strategies:
   a. Departmental assignment to undergraduate students
   b. Graduate Program
c. Off campus Centers

2. Tutoring Program

A daily base schedule: Monday through Thursday from 8:00am to 2:00pm. Basic course skills for Spanish, English, and Mathematics are offered as well as emergency needs for special courses.

3. Probation Program

Students who are under Academic Probation, receive services to provides support in overcoming the situation and so that they can continue their academic life as regular students.

B. Interdisciplinary Counseling Unit

Opportunity is provided for students to personal needs, recognize specific interests, aptitudes, limitations, and determine goals. These subunits are:

1. Interdisciplinary Coordination Program

UT performs assessment of those personal needs, which can interfere with academic, economic, family or professional goals. Coordination of internal and external resources to help manage those situations; to improve students’ quality of life.

2. Disabled Students Program

Federal and State regulations guarantee disabled students equal opportunity in post-secondary education. The university has created special support services to assist disabled students. These services include, but are not limited to, assistance in registration, counseling, financial aid, and tutoring.

C. Career and Placement Unit

The decision making process is facilitated by a well organize planning for life and career unit. The three subunits ensure: preparation to the demands and opportunities to work; preparation of resume; part-time and full-time job, and other.

1. Occupational Library

Organize all necessary material to relate personal, educational, and professional experience, technology available.

2. Testing and Evaluation Program

UT offers resources relate to personal interest and capabilities to demands of jobs.

3. Placement Program
Preparation, referral and follow up to career experiences. Different strategies are available to facilitate, obtain and maintain a job.

D. Advisement/Counseling

The student completes a first interview with an advisor or counselor after admission to the University and before registration. At this time the student and the counselor complete an appropriate choice of courses based on the student’s past academic performance, results from selected program, and outside commitments.

During enrollment at UT, students are encouraged and sometimes required to see a counselor when they encounter academic problems or contemplate a change in educational goals. They are especially encouraged to consult a counselor in the term preceding the one in which they expect to graduate, in order to determine their graduation eligibility.

Counselors are available to assist students in making career choices or in solving personal problems. They refer students to outside service agencies, when appropriate, as a means to aiding in decision-making.

E. Services Available for Students

1. Individual counseling related to job concerns.
2. Workshops and seminars focusing on job search strategies, resume writing, interviewing, and related matters.
3. On-campus opportunities of being interviewed by employers.
5. Permanent credentials files for students in education.
7. A library of occupational, job search, and employer information, in addition to specialized directories.

The Center is open Monday through Friday during regular university office hours. Staff members are available for students and alumni on an individual basis during these hours. Special arrangements can be made for students, groups and classes.

F. New Student Services

A program has been created to assist students in making the transition to college life. The first phase, in the summer, allows opportunities for testing, enrollment for first semester courses, and meeting and getting acquainted with other students at the University.

G. Basic Skills Assessment Program

In an effort to provide more effective educational services for students, UT has established a Basic Skills Assessment Program. Through the assessment program, UT can identify the
student’s academic strengths and weaknesses in Spanish, English and Mathematics skills. This information is used to provide advice and placement in courses, which will best help the individual student to improve these skills.

H. Registration and Records

The Office of the Registrar on campus, in addition to handling student registration each term, provides various services for the students. This office provides transcripts of students’ academic records (official and student copies), verifies and certifies enrollment status, mails final grade reports, processes grade changes, orders and issues diplomas, processes name and address changes.

I. Health Services

The health services staff consists of a part-time physician and a full-time registered nurse. Their primary purpose is to provide students with emergency and ambulatory services. The student health services stresses the concept of well-being and preventive medicine. Health education and counseling are available as well as treatment for medical problems. The staff is on duty Monday through Thursday from 8:00am to 8:30pm, Friday from 8:00am to 5:00pm, and is available for emergencies, first aid, referral sources and medical counseling. Although basic medical care is provided, students are ultimately responsible for making arrangements for their own complete health care.

J. Bookstore

Universidad del Turabo holds a bookstore on campus. The stores are operated as a service to students, faculty and staff. Textbooks, school and office supplies, and other course-related materials are available. In addition, gift items, stationary, greeting cards, paperbacks, and other articles are on stock.

K. Automobiles on Campus

The security directors enforces traffic and parking regulations on and around campus, and traffic tickets are issued for traffic and parking violations. Student parking "AVI electronic card" are available for purchase during registration.

L. Dinning Services

The Student Dinning Service provides a variety of options for students who wish to dine in Campus facilities. Two cafeterias offer breakfast, lunch, and dinner Monday through Saturday. Hot meals of fast food are available. Also vending machines for snacks and refreshments are located throughout the campus.

M. Student Activities

A dynamic combination of both extra-curricular and co-curricular activities are available at the campus providing all students opportunities to enhance their educational experience.
Each year through the establishment of visiting artists series, outstanding musicians, signers, artists, dancers, lecturers and other performers share their talents and expertise with students.

In addition, on-campus art exhibits; the academic departments present dance programs, musical concerts, and theatrical productions.

N. Student Government

Through student governing bodies, students have an opportunity for self-government and to participate with the faculty and administration in formulating appropriate policies.

O. Student Council

Student Council members are elected by secret vote by the members of the Student Government Assembly. The Council meets regularly.

Through this body, students are represented in the Institution’s governing bodies. Opinions and recommendations are presented to the Coordinator of Student Affairs and Dean of SHS. Its members participate in academic, discipline, sports, social and cultural activities committees.

P. Student Publications

The university newsletter, “Consejo de Estudiantes” is under the guidance of faculty advisors who work with student editors. The newsletter serves as the medium of student expression on matters involving the curricular and extra curricular activities of the University.

Q. Clubs and Organizations

Students may join religious, social service, academic interest, professional and honorary groups. A Club Fair is held at the beginning of each term to help new students get acquainted and select the group, or groups, that interest them. All students are encouraged to actively participate in clubs and organization.

R. Intercollegiate and Intramural Sports

Intercollegiate and intramural sports play an important role in the educational process of Universidad del Turabo. They offer a wide range of recreational sports and athletics for all students.

Both individuals and intercollegiate athletic teams belonging to Universidad del Turabo have brought the university, and themselves, national recognition. An outstanding coaching staff and expert trainers combine to make first-class endeavors out of the campus athletic programs for men and women.

Universidad del Turabo is a member of the Puerto Rico Intercollegiate Athletic League. The university boasts in 19 male and female varsity teams. The university is known for its outstanding track and field teams which have won 14 male and 8 female championships since
1987. There is also an active intramural program, in which 1,514 students participated actively and more than 7,000 as spectators last year.

Universidad del Turabo maintains an intercollegiate athletic program, which consists of sports for men and women. The team is called the “Taínos”.

The sport facilities include indoor basketball and volleyball courts, free weight and universal machines gym for physical fitness, three tennis courts, and 25 meters, swimming pool, 400 meters synthetic track and a baseball field.

S. Veteran’s Educational Benefits

The Veterans Assistance Office provide a liaison between Army Veteran students and dependents of deceased veterans and the Veterans Administrations regarding their educational benefits. The office helps veterans and widows and dependents minors of deceased veterans to process their applications and certification of their enrollment. Assistance is also provided when difficulties arise concerning receipt of benefits to which students are entitled.

Incoming veterans are advised to contact the Veterans’ Assistance Office forty five (45) days prior to the beginning of the semester in order to complete the paperwork necessary so that they can receive their benefits. Veterans receiving benefits must complete a program card each semester and notify the Veterans Assistance Office of all changes in enrollment. Inquiries concerning educational benefits for veterans and their dependents may be directed to the Veterans Assistance Office.

XVIII. SUMMARY

Students are responsible for the information in this handbook. They are expected to adhere to the Code of Ethics of the American Dietetic Association and of the “Colegio de Nutricionistas y Dietistas de Puerto Rico”.

The faculty of the Coordinated Program and the School of Health Sciences wishes you a challenging, exiting, and rewarding year.
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A. Outcome Measures

B1. Standards of Professional Practice

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C. Knowledge, Skills, Core (CD) and Community Emphasis Competencies (CO)

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E. Supervised Practice and NUTR 455 Authorization Statement

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I. School of Health Sciences Dress Code