



# University of New Haven

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SCHOOL OF HEALTH SCIENCES

## University of New Haven Master of Science in Nutrition Sciences Student Handbook 2024

Department of Rehabilitation Sciences and Wellness

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# **University of New Haven GP MS Nutrition Science Program**

## Handbook Introduction

Welcome to the University of New Haven Graduate Program (GP), Master of Science (MS) in Nutrition Sciences program. This program integrates the supervised experiential learning (SEL) as well as the graduate level didactic learning together, into one program meeting all competencies established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Upon successful completion and Conferment of the MS degree, a Verification Statement from the Program Director will be given. A Master's degree and verification statement are required for eligibility to sit for the national registration exam administered by the Commission on Dietetic Registration (CDR), the credentialing agency of the Academy of Nutrition and Dietetics. Successful passage of this exam confers the title Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN).

## Credentialing Process - Registered Dietitian

Following successful passage of the national Registered Dietitian exam (as described above), individuals may seek credentialing in their state of residence. In Connecticut, registered dietitians or registered dietitian nutritionists can be certified as a Dietitian-Nutritionist upon submission of proof from the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics to the Connecticut Department of Public Health (860-509-7603 or <https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Dietitian/DietitianNutritionist-Certification>). An application fee is required, as are yearly renewal fees. In most health facilities, Connecticut certification is required for employment as a dietitian.

Graduating students should seek guidance from their state of residence or state of employment to learn state requirements for gaining legal credentialing to practice in their home state. Some states require licensure, others require certification. Some have no specific requirement and the RD or RDN is deemed the appropriate credential for a practicing dietitian or nutritionist. The RD or RDN credential is recognized nationally and usually does not require further testing or state boards for employment as a dietitian or nutritionist however, state licenses/certifications must be maintained and renewed.

## Overview of the University of New Haven

The University of New Haven opened in 1920 on the Yale campus as a junior college. In the 1940s the university moved to its 82 acre main campus in West Haven, Connecticut. Post- baccalaureate study and undergraduate programs were added enabling the school to be renamed the University of New Haven in 1970. An additional satellite campus is located in Tuscany, Italy and most recently, Graduate Business and other programs have been relocated into a new 40-acre picturesque campus facility located in nearby Orange, Connecticut. The University enrolls over 6,800 students, including nearly 1,900 graduate students and more than 4,900 undergraduates. There are over 100 academic programs offered through the College of Arts and Sciences, College of Business, Henry C. Lee College of Criminal Justice and Forensic Sciences, Tagliatela College of Engineering, and, most recently, the School of Health Sciences.

The University is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.), and has been since 1948.

## Philosophy and Location of the University of New Haven

The University of New Haven is a private, independent, comprehensive university offering quality education with special emphasis on unique and specialized programs to meet current and emerging social needs. Emphasis upon experiential learning opportunities empowers students to apply substantive knowledge and skills with problem solving as they obtain practical experience for leadership success. Students from 40 states and 52 countries attend the university that is known for its cultural diversity, athletic programs and real-life learning focus. The University strives to offer unique academic programs specifically focused upon growing areas of need for college graduates. Individual mentoring, small classroom settings, close faculty and student relationships are fundamental to the university. Emphasis upon experiential learning, as is the ultimate goal of the GP MS Program, serves the Mission and focus of the university.

The town of West Haven has a population of approximately 54,500 and is bordered on the south by Long Island Sound and to the east by the city of New Haven - a vibrant, intellectual college town with excellent arts, theatre, shopping, and transportation facilities. New York City and Boston are within a two-three hour commute by train. Interstates 95 and 91 are a few miles from campus. New Haven is also known for world- renowned health care and research institutions including the Yale-New Haven Health System which includes Yale-New Haven Hospital, Bridgeport Hospital and Greenwich Hospital, Lawrence + Memorial Hospital, and Rhode Island's Westerly Hospital. The VA Connecticut Healthcare System is within walking distance of the University of New Haven. Yale University research programs include the Bright Bodies Weight Management Program for Children. The University of New Haven is ideally located in a region of cultural diversity, local and national food policy initiatives, leading health facilities and a convenient, accessible location.

## Overview of the Department of Rehabilitation Sciences and Wellness, Nutrition Programs

The Dietetics Department was established in 1981 and provided a four-year Bachelor of Science Degree in General Dietetics. The program was awarded approval status as a Plan IV Program in July 1993 by the Council on Education (COE) Division of Education Accreditation/Approval of the American Dietetic Association. The program continued to grow, additional faculty were added, the undergraduate program's administrative structure was moved from the School of Hospitality to the College of Arts and Sciences and the program was renamed, "Nutrition and Dietetics" approved by the Department of Higher Education of Connecticut in 2002. A newly created Division of Health Professions was created within the College of Arts and Sciences and the undergraduate Nutrition and Dietetics Program and Graduate Human Nutrition Program became part of the Division of Health Professions. The undergraduate Nutrition and Dietetics Program received Initial Accreditation by the Commission on Accreditation for Dietetics Education in May 2007 as a Didactic Program in Dietetics. A successful Program Assessment Report (PAR) was submitted and Accreditation Status was continued as a Didactic Program in Nutrition and Dietetics at the baccalaureate level in July 2012 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and continued accreditation was awarded during the summer of 2017. The undergraduate Nutrition and Dietetics Program attracts both traditional, freshmen college students and non-traditional, transfer students holding a variety of undergraduate degrees.

Flexible course schedules along with weekend graduate courses allow students to earn a graduate degree concurrently with undergraduate, dietetics coursework permitting verification to enter post-graduate supervised practice, i.e. Dietetic Internship Programs. In addition, there is an Articulation Agreement with nearby Gateway Community College's Dietetic Technology Program formally approved in 2006 and currently under review that enables students to begin at Gateway and transfer to the University of New Haven to complete didactic coursework while they earn a Bachelor of Science degree in Nutrition and Dietetics.

## Mission Statements

Mission Statement of the University of New Haven

**The University of New Haven is a student-centered comprehensive university with an emphasis on excellence in liberal arts and professional education. Our mission is to prepare our students to lead purposeful and fulfilling lives in a global society by providing the highest-quality education through experiential, collaborative and discovery-based learning.**

Mission Statement of the School of Health Sciences of the University of New Haven

**The School of Health Sciences' mission is to educate competent, caring, and resilient health professionals by delivering innovative, interdisciplinary healthcare education and services.**

Mission Statement of the GP MS Nutrition Science University of New Haven:

**To produce graduates who are competent, caring Registered Dietitian Nutritionists who remain active in the practice, by providing innovative, inter-professional, person-centered education with a focus on experiential education, and with an emphasis on lifelong learning.**

## Program Goals and Objectives:

**Goal #1-** Prepare program graduates for entry level practice as Registered Dietitian Nutritionists with special focus on clinical nutrition, community nutrition, food service management while always providing quality and compassionate care.

Objectives:

- 1.1** At least 80% of program graduates complete program/degree requirements within 3 years.
- 1.2** Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 1.3** 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 1.4** 85% of graduates surveyed will rate overall satisfaction with their preparation for entry level professional employment.

**Goal #2** Instill the knowledge and skill for continued scholarly development, professional growth, and industry advancement.

Objectives:

- 2.1** 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%.

**2.2** Annual surveys will show 80% of employers Agree or Strongly Agree with the entry level preparation of graduates.

**2.3** A five-year post-graduation alumni survey will show that 80% of graduates will remain active in at least one professional or community organization.

## GP MS Nutrition Sciences Curriculum and SEL

- Nutrition Through the Lifecycle
- Lifecycle SEL
- Food Science and Lab
- Therapeutic Cooking
- Food Systems Management
- Food System Management SEL
- Nutritional Pharmacology
- Nutritional Biochemistry
- Vitamin and Mineral Metabolism
- Community Nutrition
- Community Nutrition SEL
- Nutrition and Disease
- Nutrition and Health: Contemporary Issues
- Nutrition Care Process and Physical Assessment
- Nutrition SEL
- Nutrition Counseling (simulation)
- Culmination Rotation
- Research Methodology and Evidenced Based Practice
- Masters Capstone Project

## Policy Pay for SEL Hours

The University of New Haven's MS in Nutrition Sciences does allow students to receive compensation while obtaining SEL hours so long as the following criteria is met.

- Students must seek prior approval and submit all required documents to the clinical coordinator a minimum of 2 months prior to the start of a rotation to allow time for an articulation agreement to be completed and for validation of student learning at the site.
- Students may not receive compensation for SEL hours at sites with existing agreements.
- Total allowable hours that can be earned while receiving compensation is determined by the clinical coordinator and may not exceed 75% of the budgeted hours for a rotation.
- Students may not complete the remaining budgeted hours of a rotation at the same location that they are receiving compensation for hours.
- Clinical/hospital based SEL hours may not be gain while students are being compensated.
- The program reserves the right to not accept previously approved hours at any time if the location is found to not be providing the student the previously agreed upon experience and/or meeting expectations in covering competencies.

## Tuition and Additional Costs

Tuition costs for the GP Master's Program in Nutrition Sciences program can be found on the universities website: <https://www.newhaven.edu/about/departments/bursars/tuition/graduate-2024-2025.php>

Additional Costs incurred:

- Student Membership of the Academy of Nutrition Dietetics/tracking tool: \$100-\$250 Annually
- Clinical Fee: \$500 Culminating rotation
- Books/materials: \$250
- Transportation to and from SEL sites within the state of Connecticut

Post Graduation Costs:

- Registration Exam: \$225 (as of 2024)
- State Licensure (state dependent): \$190 (state of CT)

## Tuition Refund Policy

According to University policy, tuition costs are fully (100%) refundable before the first day of class or the start of Orientation. Eighty (80%) percent of costs are refunded after the first week of classes (first week of Orientation) and 60% of tuition is refundable after the second week of classes (second week of Orientation). Following Orientation, 40% of tuition is refundable after the 3rd week (first week of rotations) and 20% is refundable after the 4th week of the semester or second week of rotations. After the 4th week of the semester, refunds are not provided according to university policy.

## Program Withdrawal

In compliance with the University policy, a graduate student who wants to withdraw from the University should consult with a representative from Centers for Academic Success and Advising (CASA) to discuss the withdrawal and make a preliminary evaluation of readmission possibilities. Once the decision in consultation with CASA is made, the student should complete the official University Withdrawal form (which can be found on the myCHARGER website at: <http://forms.newhaven.edu/view.php?id=343193> ) and submit it to the Office of the University Registrar. The link to the full policy is:

## Admissions Requirements

Applicants to the University of New Haven's Master of Science in Nutrition Sciences must apply through the University's graduate admissions process by visiting <https://graduate.newhaven.edu/apply/>

Minimum admissions requirements for consideration to this program are:

- Hold a bachelor's degree from a U.S. regionally accredited college or university or foreign equivalency as evaluated by one of the approved agencies
- Completion of graduate admissions application
- Official transcripts from all previous schools attended
- Minimum cumulative undergraduate GPA of 3.0 or better on a 4.0 scale
- Earning a B or better in the following prerequisite courses:
  - Anatomy and Physiology I and II with lab
  - Microbiology with Lab
  - General Chemistry I and II with Lab
  - Biochemistry
- Letters of recommendation from three individuals



- Resume

Additional criteria for acceptance includes:

- Work and volunteer experience
- Honors, awards, activities, and the like

Applicants may also be required to participate in an interview process.

## Assessing of Prior Learning

The University of New Haven Master of Science in Nutrition Sciences program does not have a policy for assessing prior learning.

## Statement of Nondiscrimination

The University of New Haven is committed to achieving a diverse and pluralistic community, which reflects the multi-racial and culturally diverse society in the United States through strict non-discrimination in admissions, educational programs and employment. The commitment to Affirmative Action is also a commitment to be proactive in the continuing effort to diversify the student body at the University.

## Student Learning Assessment

Student learning assessment will be based upon the Curriculum Assessment Plan and monitoring of Student Learning Outcomes according to tracking forms competencies. Learning assessment will be continually evaluated throughout the curriculum and will include online learning modules, classroom lectures, oral presentations, written reports such as case studies, research papers, and examinations. Additionally, all Supervised Experiential Learning will include tracking of individual hours completed and competency achievement.

## Online Course Delivery/Identity Verification

The University of New Haven GP Masters in Nutrition Sciences program utilizes online/distance delivery methods of a select few courses. Courses offered in a distance format are only offered in that format to ensure no discrepancy between courses delivered online and those on ground. Distance delivery includes hybrid, online synchronous, and online asynchronous formats. While attending these courses students are required to verify their identity through the use of secure university provided logins, dual (two factor) login, live proctored exams, lock down browser exams, and cameras required to be on during classes with photo id required on first day of classes for online synchronous delivery.

## Program Retention and Remediation Procedures

The University of New Haven GP Masters in Nutrition Sciences program is a 5 semester, 19-month program leading to a signed Verification Statement from the Program Director. If students are unable to complete the program in the allotted time due to unforeseen circumstances, remediation procedures will be managed by the Program Director with the possible inclusion of the Center for Learning Resources. An individualized remediation plan will be developed to best meet the needs of the student which may include but are not limited to: tutoring, counseling, repeating of rotation, extra time (up to a maximum of 29 months from the date of entry) and the like. A Remediation Contract will be prepared and signed by the student and Program Director with required steps for remaining in the program. If a

student is unable to make satisfactory academic progress as laid out in the remediation contact or is in violation of the university's graduate student performance standards, the student will be terminated from the university in accordance with these policies.

## Disciplinary/Termination Procedures

A student requiring disciplinary action will be granted an appointment with the program director to discuss their corrective action plan. Students will be provided the corrective action plan in writing and are required to sign off on agreeing to the process. Students who refuse to sign the corrective action plan or fail to comply with it will be terminated from the program. Students who are terminated from the program due to inappropriate behavior are not eligible for readmittance to the program. Termination may also occur if the student is unable to maintain a cumulative GPA of 3.0 following the completion of 9 academic credits in accordance with the university's policies.

## Program Completion Requirements/Issuing of Verification Statements

Students of the GP Masters in Nutrition Sciences program are expected to complete the program in the allotted 2 years (19 months). If a student is unable to complete the program in the allotted time due to an emergency resulting in the need for a leave of absence or extended time beyond the 19 months, continuation will be determined by the Program Director, faculty and preceptor availability.

Requirements for program completion and issuing of a Verification Statement are:

- Successful completion of all course work with final cumulative GPA of a 3.0 or better
- Has demonstrated competency in all ACEND accredited competencies
- Has received a 4 or better on all preceptor evaluations
- Is in good standing with the program and University

Students who choose to only receive the master's degree alone and not the verification statement will complete a research project in place of the SELs.

## Student Membership in the Academy of Nutrition and Dietetics

Student membership in the Academy of Nutrition and Dietetics is required for dietetic students enrolled in the GP MS Program. Membership allows access to Academy resources that are necessary for success in the program. Students choose the affiliate (state) membership based upon where they live, or they select the Connecticut Academy of Nutrition and Dietetics while enrolled as a student. Each membership year, a different state may be selected, so students can then join their home state association.

The address of the Academy of Nutrition and Dietetics is:

*Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190*

*Chicago, IL 60606-6995*

*Telephone: 800-877-1600*

[www.eatright.org](http://www.eatright.org)

## Record Keeping, Privacy and Access to Personal Files

Student records for the Master of Science in Nutrition Sciences program will be securely maintained in the office of the Program Director and electronically on the university's secure network. All student records are secured and are confidential. Students may view their personal files at any time by making

an appointment with the Program Director. All student records will be maintained for at least seven years, and all electronic files will be maintained indefinitely. Additionally, Verification Statements are maintained indefinitely.

## Student Identification

Students are required to obtain a Graduate Student ID card and University email address via the Campus Card office located in the University bookstore. This card should be carried at all times and is needed to print in the computer lab. An official University of New Haven email address is also assigned to each student and will be used for all email communication while in the program. For all online courses students will be required to access the materials through a university provided log in system which requires dual authentication, utilize a webcam during live lectures, and present a photo id verifying their identity on the first day of class.

## Parking on Campus

Students are required to obtain a parking pass (no charge) as a graduate student: note where parking is legal for graduate (commuter) students. Shuttle service is also available.

## Professional Conduct

As professionals, dietetic students are expected to behave in a professional manner including appropriate, professional written and verbal communication. Social media is not an appropriate medium for complaining or criticizing any aspect of the GP MS Program, rotation settings, preceptors or faculty. Appropriate means for registering complaints will be described below. Students are expected to ask preceptors what their preferred method for communication will be and not assume that email or texting is appropriate unless the preceptor indicates that it is. Preceptors should be addressed in a professional manner and it is appropriate to ask how they wish to be addressed. Students should not assume that faculty, the director or preceptors are “at their service.” On the contrary, most preceptors are volunteers who offer their time and expertise. Please respect the value of their time. As a representative of the GP MS Program and the University of New Haven, your professional conduct will reflect upon our university and students who follow you, therefore it is important to maintain professional conduct, demeanor and professional dress at all times.

## Health Clearance, Background Check and Illegal Drug Screening

Health clearance, background check and illegal drug screening are required upon entrance into the GP MS Program. A health clearance form including required immunizations and blood test proving immunity, along with illegal drug screening will be included with the summer packet and must be completed by mid- August prior to entry into the program. Background checks are hand delivered to the Program Director on the first day of Orientation.

## Vaccinations

The vaccination requirements for SEL placement may be above and beyond that of the University and are determined by the location the student will be placed. These requirements are subject to change based on the institution’s policies and the University of New Haven GP program has no role in determining these requirements. Students who choose not to meet these requires will be ineligible to complete the SEL portion of their education and therefore will not receive a verification statement.

## Dress Code

Students are expected to dress according to the dress code of the rotation setting. A university name tag should be worn unless the facility provides an identification tag. Food production areas may require purchase of a uniform or lab coat. Hair must be covered, clean nails without polish and closed toe shoes are usually required in food production areas and many health facilities. Excessive jewelry, piercings and visible tattoos are not acceptable in health or food production areas. Hair should be clean and secured during all rotations. Smoking is not allowed and gum chewing is considered highly unprofessional. Seminar classes are considered professional courses so students should dress appropriately. Field trips, professional meetings, guest speaker presentations are also important professional dress occasions.

\*Improper dress or personal hygiene may result in termination from the facility rotation and possibly the GP MS Program.

## Student Support Services

Students have access to the same Graduate Student Services that are available to all graduate students including use of the Beckerman Recreation Center, Campus Bookstore, Campus Card (ID card), University Library, Center for Learning Resources, Counseling Center, Dining Services, Health Services, Intercultural Services and International Services. Dietetic students may also gain advice from the University Financial Aid Office to learn how to apply for financial aid as a full-time student. Eligibility for financial aid is determined by full time status as a graduate student.

## Leave of Absence

Leave of absence may be granted for just cause at the discretion of the program director and faculty. Need for a leave will be based upon documented need for the leave and student progress during the program at the time leave is requested. As described in this Program Handbook section entitled, "Program Completion Requirements," students requesting a leave of absence are expected to return with the next accepted class of dietetic students. Students are not automatically granted a leave of absence and may be asked to withdraw from the program. Readmission will also be under the discretion of the program director and faculty.

## Faculty, Staff, Contact Information

### **Facilities, Faculty and Staff**

The GP MS Nutrition Sciences is within the Department of Rehabilitative Sciences and Wellness in the School of Health Sciences. The Program Director's office is located in One Care Lane.

#### **Donald Stankus, Jr., MS, RDN**

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## Policies and Procedures

### Securing Supervised Practice Rotations & Facility Contract Agreements

1. Rotation settings and potential preceptors are usually identified through networks of faculty professional colleagues, alumni, students and others affiliated with the university who express enthusiastic interest in offering a rotation setting. Once preceptors are identified, a master excel spreadsheet and electronic distribution list is created. The program director meets with each preceptor in person or by phone to review the feasibility of rotation assignments and willingness of the rotation setting to accept student. Each potential preceptor receives a copy Preceptor Notebook containing:
  1. Letter of Introduction
  2. Future Education Model Program Mission, Goals and Objectives
  3. Draft Rotation Schedule
  4. Competency Chart
  5. Preceptor Information Form
  6. Overview of the Rotation
  7. Syllabus Outline of Assignments
  8. Syllabus Planner of Assignments
  9. Activity and Assignment Evaluation Guidelines and a copy of the rotation evaluation form.

Suitability of rotation settings are reviewed annually by the program director following student evaluation of the rotation site. Student evaluation forms completed by preceptors, along with student self- evaluation forms will be carefully reviewed to determine suitability of rotation settings for entry

level practice. Preceptor and Student Evaluations of rotation settings are tabulated electronically and discussed with dietetics faculty and the Advisory Committee. Continuous evaluation of rotation settings and continual recruitment of rotation sites and preceptors will be ongoing.

All preceptors must present proof of credentials and, in most cases, will have at least one to two years of experience beyond supervised practice, unless the preceptor completed supervised practice after years of industry experience. Suitability of preceptors is determined by the willingness of the preceptor and the preceptor's supervisor to offer a student the rotation experience. Preceptors must be a registered dietitian, food service manager or food service supervisor with advanced (college level) training. Exceptions to these guidelines would be fitness centers, community supported agriculture or farm locations, community settings such as group homes, shelters, soup kitchens, Salvation Army housing, YMCA, etc. Many rotations settings will require an Affiliation Agreement between the setting and the program director. Settings are usually arranged in the local area. Rotations outside the local area (such as in the student's home state) will require an RD preceptor with whom the program director can communicate by phone. As described above, each preceptor will receive a copy of the preceptor manual.

2. All Affiliation Agreements and Liability Insurance are managed by the Program Director in cooperation with the legal departments of each facility (if required) and the University Vice President of Finance's office coordinator. Certificates of Insurance documenting student coverage for liability by the University of New Haven (\$1,000,000-\$3,000,000) will be provided when required by the rotation setting by the insurance carrier through the University's VP of Finance's Office. In addition, students will be required to purchase Liability Insurance through required student membership in the Academy of Nutrition and Dietetics. This additional liability insurance will provide coverage for students rotating through sites where a Certificate of Insurance is not required. Affiliation agreements requiring university sponsored liability insurance will be updated yearly to coincide with the university fiscal year and insurance carrier. If student liability coverage is not required or is covered by the rotation site (as in the case of the VA Healthcare Center), a three-year (or unlimited) affiliation agreement will be sought. **Affiliation Agreements must be in place before students can begin their rotations.**
3. Communication with preceptors will occur annually during the final studentship month to gain feedback about student performance, rotation assignments, and other suggestions for improving student preparation for success during supervised practice. Preceptor training, if needed, will also occur at regular intervals (at least yearly) via in person meetings, webinars or through the Academy Preceptor training program. Preceptors will complete an end-rotation student evaluation form that is reviewed by the program director. Preceptors will be instructed to immediately communicate directly with the program director if student performance is below standard so that improvement can be sought as early as possible.
4. This program is a graduate supervised experiential learning program that confers graduate level education credits. Therefore, students are not considered staff members or replacement of staff at any rotation sites or receive compensation for any activities or duties they complete while in the role of student.

#### HIPAA Compliance

HIPAA (Health Insurance Portability and Accountability Act of 1996) is a set of rules to be followed by health providers and facilities. HIPAA took effect in 2006 and ensures that all medical records, billing information and patient accounts meet standards for documentation and privacy. HIPAA requires that all patients can access their medical records, correct errors and be informed of how information is used.

HIPAA laws are meant to protect patient or client privacy and as a dietetic student and health professional, these laws apply to you, the dietetic student! Students are bound, by law, to maintain patient and client confidentiality. Even if a neighbor enters the facility, this is not to be reported to anyone. Employees have been terminated for innocent “searching” on the medical record system for information they had no need to access. Patient charts cannot be copied and all recordings in medical records must describe objective facts and information. Student do not discuss medical information with patients other than information about nutrition or dietetics treatment specific to treatment. Most HIPAA training will be required for completion at rotation sites but additional training will occur during Orientation. Other points include:

- Never discuss patient information in public places such as hallways or elevators
- Speak directly to patients related to their nutritional needs. Family members may be included in the conversation but questions should be directed to the patient.
- Patient interaction should only occur in the designated facility, never via email or phone call unless deemed necessary by the preceptor

#### Health Insurance and Professional Liability Insurance

As described above, students must provide evidence of student health insurance and professional liability insurance will be provided by the University of New Haven, Office of the Vice President of Finance (Affiliation Agreement Documents) according to rotation settings that require such insurance coverage. Liability insurance offered by membership in the Academy of Nutrition and Dietetics will also be required for student.

#### Travel Liability to Supervised Practice Sites

Students will be required to provide their own means of transportation to supervised practice sites which will usually be via their own personal motor vehicle which is covered by their personal auto insurance policy.

#### Injury/Illness While on Supervised Practice Sites

Students who are injured on rotation sites should notify their preceptor immediately and report the injury. An Accident Report, according to facility procedures, should also be completed. Illness should also be immediately reported and although regular attendance is important, as is maintaining health. If a student becomes ill, this should be reported immediately with permission to leave the premises. All injuries and illnesses should also be reported to the Program Director. Rotation hours need to be made up during Seminar Week when classes are not scheduled.

#### Illegal Drug Testing/Criminal Background Checks

Student are required to complete illegal drug screening (with guidance from University Health Services) and criminal background checks prior to beginning their supervised experiential learning. All health screening will be processed and cleared by University Health Services and Background Clearance will be maintained in secure files located in the Program Director’s Office.

#### Student/Preceptor Complaints

Student complaints against preceptors, rotation sites, staff members, faculty or the Program Director should be initially discussed with the individual directly associated with the complaint. Preceptors should also discuss concerns with the individual associated with the complaint. All complaints (student

or preceptor) should then be reported to the Program Director and a file, with facts reported, will be maintained by the Program Director. A course of action will be discussed for resolution of the problem or if unacceptable, the student may present their complaint to the Chair of the Nutrition Science Department. If unresolved, the student may consult with the Dean of the School of Health Sciences, and then the Office of the Provost. If the student wishes to initiate a formal grievance against a faculty member, the university grievance procedure is described in the University of New Haven Student Handbook. Written student complaints will be maintained in the Nutrition Offices files for yearly review and maintained for seven years, including resolution of complaints. Dietetic student or preceptor complaints related to program non-compliance with ACEND Accreditation Standards are the only complaints filed with ACEND as described on the following page.

#### Alternate Recourse for Complaints Other than through Program Director

Students may also register complaints directly to the Chair of the Department of Rehabilitative Sciences and Wellness and the above process will be followed. A file will be maintained by the Chair of the Department of Rehabilitative Sciences and Wellness, a course of action will be discussed and if resolution is unacceptable, the student may consult the Dean of the School of Health Sciences and the Office of the Provost. Records of student complaints filed with the Chair of the Department of Rehabilitative Sciences and Wellness are also maintained for seven years, including resolution of complaints.

#### Complaints to Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics, 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. Written complaints should be mailed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as the accrediting agency for this Studentship Program.

#### **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 web address:

<http://www.eatrightPRO.org/ACEND>

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

phone:(312) 899-0040 ext. 5400