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August 2016

Dear Student:

Welcome to the Iowa State University Didactic Program in Dietetics (DPD). The DPD is part of the Food Science and Human Nutrition Department at Iowa State University. This is an academically challenging program with a strong academic reputation and a long history of educating students on the science and practice of dietetics. Since 1929, a curriculum in dietetics has been offered through Iowa State University, and it is currently the only accredited DPD program in the state of Iowa.

The DPD is the first of three required components in the education and training of dietetics professionals. Following completion of a minimum of a Bachelor’s degree and DPD coursework, individuals must apply and be accepted into a supervised practice program (dietetic internship), successfully complete the supervised practice program, and then pass the national registration examination to earn the Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) credential. Dietitians work as nutrition experts in a variety of settings, including medical centers and other health-care facilities, wellness programs, food and nutrition-related businesses and industries, private practice, community and public health, and research.

As you prepare to enter the professional career field, it is important to gain work and volunteer experiences related to dietetics, in addition to strong academic performance, and to have an aptitude for life-long learning. We encourage you to take advantage of opportunities to expand your educational and professional experiences. Additionally, we encourage you to utilize campus resources and academic advising when questions arise regarding educational requirements and/or dietetics career options.

Best wishes to you as your pursue your career goals!

Sincerely,

Anne Oldham, MS, RD, LD    Ruth MacDonald, PhD, RD
Academic Adviser and DPD Director    Professor and Department Chair
aoldham@iastate.edu    ruthmac@iastate.edu
515-294-6414    515-294-5991

This Handbook has been developed for undergraduate students, and this information is intended to supplement other Iowa State University publications that contain official policies and procedures. Students should read and become thoroughly familiar with the content of the current editions of all pertinent university publications, such as the Iowa State University Catalog, as well as Student Life policies, available online at: http://policy.iastate.edu/policy/student-life.
Didactic Program in Dietetics (DPD)

The Didactic Program in Dietetics (DPD) is administered within the Department of Food Science and Human Nutrition at Iowa State University. The dietetics undergraduate curriculum and the diet and exercise concurrent undergraduate/graduate curriculum meet the academic requirements of the DPD and are accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the Academy of Nutrition and Dietetics’ accrediting agency for education programs preparing students for careers as Registered Dietitians.

The DPD mission statement and goals are the same for both tracks (Bachelor of Science degree in Dietetics, and concurrent Bachelor of Science and Master of Science degrees in Diet and Exercise). Graduates of the program are eligible to apply for admission to accredited dietetic internships/supervised practice programs. Upon successful completion of the dietetic internship program, graduates are eligible to take the national examination administered by the Commission on Dietetic Registration (CDR) to earn the Registered Dietitian (RD) credential and practice in the field of dietetics. RDs have the option to use the Registered Dietitian Nutritionist (RDN) credential. The RDN option was established to enhance consumers’ recognition of RDs as nutrition professionals, and the RD and RDN credentials have identical meanings.

If not pursuing the RD or RDN credential, students who have completed the DPD academic requirements are eligible to take the national examination administered by CDR to become a Dietetic Technician, Registered (DTR) or Nutrition and Dietetic Technician, Registered (NDTR). See Appendix A for Pathways to Credentialing and Professional Practice in Dietetics.

The dietetics program includes study in basic sciences, nutrition, and food science with application to medical dietetics, nutrition counseling and education, and community nutrition. Foodservice management is also an important aspect of the program. Graduates work in clinical settings, consulting, food companies, food services, sports or athletic programs, corporate wellness programs, care facilities for patients from neonatal to geriatric, and community or school health programs.

Mission Statement

The mission of the Iowa State University Didactic Program in Dietetics is to prepare graduates to successfully enter dietetic internships, a variety of employment opportunities related to food and nutrition, or graduate school.

DPD Program Goals and Outcome Measures

Goal 1: The program will provide the foundation knowledge and skills for the didactic component of the entry level dietetic education for successful participation in supervised dietetics practice programs, employment related to foods and nutrition, and graduate study.

Outcome measures:
- Over a five-year period, the pass rate for DPD graduates taking the registration examination for the first time will be at least 80%.
- 85% of students in the 3rd year of the dietetics baccalaureate degree will complete requirements to receive verification statements within the following three years.
• 85% of students accepted into the BS/MS diet and exercise program will complete requirements to receive verification statements within the following four years.

Goal 2: The program will provide academic and career related advisement for application to internships, graduate programs, or employment.

Outcome measures:
• Over a five-year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.
• Over a five-year period, 80% of those applying to supervised practice programs the academic year they complete the program will be accepted.

Goal 3: The program will contribute to the pool of allied health and professionals to provide health care in Iowa and beyond its borders.

Outcome measures:
• 85% of dietetics respondents to the departmental alumni survey will indicate that they are confident to perform successfully in a graduate program, supervised practice program, or entry-level professional position.
• 85% of surveyed dietetic internship directors will rate ISU DPD graduates as average or above average in comparison to other interns in their program.
• 60% of alumni survey respondents will indicate employment in a dietetics-related position.

Accreditation Status

The Didactic Program in Dietetics at Iowa State University has been granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800/877-1600.

Admission Requirements

Undergraduate Program

Students must meet university admissions requirements as a freshman or transfer student to enroll as a pre-dietetics student. Admissions requirements to Iowa State University for freshman students are shown online at: http://www.admissions.iastate.edu/freshman/requirements.php. Admissions requirements to Iowa State University for transfer students are shown online at: http://www.admissions.iastate.edu/transfer/requirements.php.

As of fall 2014, students who are accepted to Iowa State University can indicate a major in pre-dietetics, with a college designation of the College of Agriculture and Life Science or the College of Human Sciences. After completion of prerequisite coursework (end of the second year for traditional students), students must apply to the DPD and then successfully complete academic requirements to earn a Bachelor of Science degree in Dietetics in order to receive a Verification Statement upon graduation, which is needed to enter into an accredited dietetic internship.
Admission to the program is based upon:

- Completion of prerequisite coursework
- Overall undergraduate grade point average of 3.0 or above
- Completion of the DPD application and interest in becoming a Registered Dietitian

**Concurrent Undergraduate/Graduate Program**

Students must first meet university admissions requirements as a freshman or transfer student to enroll as a pre-diet and exercise student.

Admissions requirements to Iowa State University for freshman students are shown online at: [http://www.admissions.iastate.edu/freshman/requirements.php](http://www.admissions.iastate.edu/freshman/requirements.php).

Admissions requirements to Iowa State University for transfer students are shown online at: [http://www.admissions.iastate.edu/transfer/requirements.php](http://www.admissions.iastate.edu/transfer/requirements.php).

Students who are accepted to Iowa State University can indicate a major in pre-diet and exercise, with a college designation of the College of Agriculture and Life Science or the College of Human Sciences. During the fall of the junior year, students must apply for admission to the concurrent undergraduate/graduate program in Diet and Exercise by completing the program application form and the Iowa State University Graduate College application. Applications for admission are due October 1 of each year, and students are notified of their acceptance into the program by November 15 of each year.

Admission to the concurrent undergraduate/graduate program in diet and exercise is based upon:

- Grade point average (3.50 or higher recommended)
- Graduate Record Examination (GRE) scores
- Completion of required coursework
- 3 letters of recommendation
- Letter of application stating professional goals and research area of interest

Students who are accepted into the concurrent undergraduate/graduate program in diet and exercise are automatically accepted into the DPD. Students not accepted into the program have the option to continue coursework to complete an undergraduate degree in dietetics or kinesiology and health.

**For Individuals with a Previous Degree**

Individuals who have already completed a bachelor’s degree and are seeking a master’s degree can apply for admission to the Nutritional Sciences graduate program. Graduate program information is available online at: [http://www.fshn.hs.iastate.edu/graduate-program/nutritional-sciences/](http://www.fshn.hs.iastate.edu/graduate-program/nutritional-sciences/). Students who are accepted into the graduate program and desire to complete DPD course requirements for a verification statement along with the master’s degree requirements must meet with the DPD Director for review of previous coursework and discussion of remaining requirements to earn a verification statement. Official transcripts must be provided to the DPD Director for documentation of previous academic coursework.
Verification Statement Guidelines

The DPD Verification Statement verifies completion of both the dietetics program and degree requirements and is required for application(s) to accredited dietetic internship programs, Academy of Nutrition and Dietetics active membership, and state licensure/certification. Following are the requirements for obtaining the Verification Statement:

To receive a Verification Statement for completion of requirements through the Didactic Program in Dietetics, a student must take a minimum of 15 credits at the 300 level or above to include FS HN 461 and 464 (Medical Nutrition and Disease I and II) and FS HN 466 (Nutrition Counseling and Education Methods) through Iowa State University, and have earned academic credit for coursework listed on the Verification Completion Checklist: [http://www.fshn.hs.iastate.edu/undergraduate-programs/dietetics/dpd-courses/](http://www.fshn.hs.iastate.edu/undergraduate-programs/dietetics/dpd-courses/).

International students must complete a degree from an American regionally-accredited university or present documentation of the equivalence of their foreign degree(s). International students must also take a minimum of the following courses from Iowa State University: FS HN 461 and 464 (Medical Nutrition and Disease I and II) and FS HN 466 (Nutrition Counseling and Education Methods), and have earned academic credit for coursework listed on the Verification Completion Checklist: [http://www.fshn.hs.iastate.edu/undergraduate-programs/dietetics/dpd-courses/](http://www.fshn.hs.iastate.edu/undergraduate-programs/dietetics/dpd-courses/). Additionally, the equivalent courses to FS HN 214 (Scientific Study of Food) and FS HN 463 (Community Nutrition) must have been completed through an approved/accredited US or Canadian program. Individuals with foreign degrees are encouraged to view the Academy of Nutrition and Dietetics’ online information for international students: [http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr/international-students](http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr/international-students).

Academic Calendar

The Office of the Registrar at Iowa State University provides an updated academic calendar for fall, spring, and summer terms, available online at: [http://www.registrar.iastate.edu/calendar/](http://www.registrar.iastate.edu/calendar/).

Program Costs

Iowa State University tuition and mandatory fees are approved by the University and Board of Regents, State of Iowa. Tuition and fees information is shown online at: [http://www.registrar.iastate.edu/fees/](http://www.registrar.iastate.edu/fees/).

Additional costs for the DPD may include textbooks, lab fees, and course materials for specific courses as well as optional fees associated with professional and educational activities that enhance student learning (study abroad, travel expenses and registration to attend professional conferences, etc.). The DPD Director strongly supports and encourages student participation in professionally related activities. The Academy of Nutrition and Dietetics is the national professional organization of dietitians: [http://www.eatright.org/](http://www.eatright.org/). Student membership in the Academy is encouraged but not required; annual dues for student membership is $58.00.

There is a $30.00 fee for a statement of verification of completion of the DPD. This fee is applied to the university bill during the academic term of program completion.
Withdrawal and Refund of Tuition and Fees

Information related to dropping all courses and withdrawing from Iowa State University can be found online at:  http://catalog.iastate.edu/registration/#cancelorwithdrawaltext.

Tuition adjustments for students who withdraw or drop courses below full-time student status can be viewed online at http://www.registrar.iastate.edu/fees/tuition-adj.

Student Support Services

The Academic Success Center provides services and programs designed to help students reach their academic goals. Academic consultants are available to work one-on-one with students to evaluate and identify current study habits and time management and develop strategies to enhance and improve them. Supplemental Instruction (SI) is an academic support program offering free, regularly scheduled study sessions for selected difficult 100-200 level courses. For a minimal fee, small group tutoring is available for the majority of undergraduate courses. For more information on services and programs offered through the Academic Success Center call 515-294-6624 or view information online at http://www.asc.dso.iastate.edu/.

The Dean of Students Office provides a number of services and programs to students, including but not limited to Judicial Affairs, Multicultural Student Affairs, Recreation Services, Student Assistance Services, and Student Legal Services. For more information, call 515-294-1020 or view information online at http://www.dso.iastate.edu/.

The Office of Student Financial Aid administers student aid programs and counsels students in planning individual strategies to meet college costs. For more information, call 515-294-2223 or view information online at http://www.financialaid.iastate.edu/ . The Student Loan Education Office staff are available to assist students in effectively managing their money and understanding personal finance topics. For more information, call 515-294-0851 or view information online at http://www.loaneducation.iastate.edu/.

The Student Counseling Service has a staff of professional counselors and psychologists who work with students to enhance their academic and personal well-being. Biofeedback, group counseling, individual counseling, and referral services are available to students. For more information, call 515-294-5056 or view information online at http://www.counseling.iastate.edu/.

Student Disability Resources provides accommodations, referral services, student advocacy, educational programming, and a variety of other services that complement the university’s goals and objectives for equal access and full participation. The staff helps identify special services for students who have documented physical, physiological, and/or learning disabilities. For more information, call 515-294-7220 or view information online at http://www.sdr.dso.iastate.edu/.

The Thielen Student Health Center provides medical services and prevention programs for students and their spouses or domestic partners. For more information, call 515-204-5801 or view information online at http://www.cyclonehealth.org/.
All degree-seeking students are assigned an academic adviser to assist students in achieving the learning outcomes of their academic program; refer students to appropriate campus resources; empower students to develop an academic plan appropriate to the student’s abilities, interests, academic and career goals; and communicate university policies and procedures. Students are encouraged to meet with their academic adviser at least once each semester, utilize the degree audit (an individualized report which compares student’s coursework with the academic degree program) within Access Plus for monitoring progress toward degree completion, and to seek out an academic adviser as needed throughout their time at Iowa State University.

Protection of Privacy/Access to Files

Iowa State University maintains various records concerning students, to document their academic progress as well as to record their interactions with university staff and officials. In order that students’ right to privacy be preserved and to conform with state and federal law, the university has established certain policies to govern the handling of student records. All policies conform with FERPA, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment): [http://www.registrar.iastate.edu/policies](http://www.registrar.iastate.edu/policies). For more details on confidential information and policies that govern access to student records, view: [http://catalog.iastate.edu/registrar/#studentrecordstext](http://catalog.iastate.edu/registrar/#studentrecordstext).

Filing and Handling of Complaints Related to the Didactic Program in Dietetics

Students enrolled in the DPD who have a complaint related to the program can file a complaint with the DPD Director. The complaint must be written and should be submitted to the DPD Director in 220 MacKay Hall within 60 days of the occurrence of the underlying facts that led to the grievance. The complaint must be signed; anonymous complaints will not be considered. After receiving the complaint, the DPD Director will meet with the student. If the complaint is not resolved to the student’s satisfaction or there is a conflict of interest with the DPD Director, the student can take the complaint to the Chair of the Food Science and Human Nutrition Department. There will be no retaliation toward any student who files a complaint. If the student suspects that retaliation has occurred, the same process as utilized for filing a complaint can be followed. Students who want to protest a grade submitted by an instructor or believe a faculty member (in his or her academic capacity) has behaved unfairly or unprofessionally may have their grievance reviewed by following the university policy for Appeal of Academic Grievances, available online at: [http://catalog.iastate.edu/academics/](http://catalog.iastate.edu/academics/).

Assessment of Prior Learning/Transfer Credits

The Iowa State University Office of Admissions conducts transcript evaluations for prospective students, incoming transfer students, and currently enrolled students who transfer coursework from another institution. A course transferred from another college or university which has been identified as a direct equivalency by the Office of Admissions will be accepted toward meeting DPD requirements. For courses that do not have an established direct equivalency, the student will need to submit to their academic adviser a copy of the course syllabus and the DPD director will then evaluate for evidence of achieved student learning outcomes assigned to the course. The Iowa State University DPD does not give credit for previous work experience toward meeting course requirements.
Formal Assessment of Student Learning

Student assignments and grading are determined by individual instructors in each course. At a minimum, students will be assigned a grade at the completion of each course consistent with the university grading procedures.

Academic Warning/Probation

Students are placed on academic warning or academic probation when their academic progress is not satisfactory, and they must improve performance to avoid dismissal from the university. The semester grade point average (GPA) at the end of every fall and spring semester determines the academic status for all students. A semester GPA of less than a 2.00 will result in academic warning, probation, or dismissal depending on the status at the beginning of that semester. Students placed on academic warning or probation will be required to seek assistance from their academic adviser and will not be permitted to register for future semesters until completing a self-assessment and academic improvement plan. Details on Academic Warning, Academic Probation, and Dismissal policies and procedures are available online at: http://catalog.iastate.edu/academiclife/progressprobation/.

Graduation/DPD Completion Requirements

Bachelor of Science degree in Dietetics

The Iowa State University Catalog is a publication which lists all academic policies and procedures, curriculum requirements, and course descriptions. To meet graduation requirements, students must complete all course requirements for the Bachelor of Science degree in Dietetics following one of the university catalogs currently in effect. A listing of course requirements for the degree following the most recent catalog is shown in Appendix B, and a listing of course requirements following the previous catalogs are available online from the designated catalog links at: http://catalog.iastate.edu/previouscatalogs/. The student is responsible for knowing graduation requirements for the degree program and monitoring progress toward the bachelor’s degree in consultation with his/her academic adviser and by utilizing the degree audit system in Access Plus. Students must follow academic life policies as stated in the Iowa State University Catalog, available online at: http://catalog.iastate.edu/academiclife/.

Concurrent Bachelor of Science and Master of Science degrees in Diet and Exercise

To meet graduation requirements, students must complete all course requirements for the concurrent Bachelor of Science and Master of Science degrees in Diet and Exercise following one of the university catalogs currently in effect. A listing of course requirements for the degrees following the most recent catalog is shown in Appendix B, and listings of course requirements following the previous catalogs are available online from the designated catalog links at: http://catalog.iastate.edu/previouscatalogs/. Additionally, students must complete a thesis or creative component following departmental and Graduate College specifications. The student is responsible for knowing graduation requirements for the degrees and monitoring progress toward the bachelor’s and master’s degrees in consultation with his/her major professor and by utilizing the degree audit system in Access Plus. Students must follow academic life
policies as stated in the Iowa State University Catalog, available online at: http://catalog.iastate.edu/academiclife/.

**DPD Completion Requirements for Individuals who already have a Bachelor’s degree**

Graduate students in the Nutritional Sciences program who desire a Verification Statement must notify the DPD Director of planned DPD completion date and provide official transcripts for review. To receive a verification statement for completion of requirements through the DPD, a student must meet the Verification Statement Guidelines (specified on page 7 of this handbook) and have earned academic credit for coursework listed on the Verification Completion Checklist: www.fshn.hs.iastate.edu/undergraduate-programs/dietetics/dpd-courses/.

**Verification Statement Procedures**

All students who graduate with a Bachelor of Science degree in Dietetics and Bachelor of Science/Master of Science degrees in Diet and Exercise receive a Verification Statement. Eligibility is established through a listing of students having graduated with these degrees at the completion of each term. The DPD Director has the responsibility for review of each student’s academic coursework to assure completion of academic requirements and then issues the Verification Statement. Six copies of the Verification Statement with original signatures are mailed to the student at the address provided by the student (or permanent address if the student did not provide a mailing address). Completion of DPD requirements and issuance of a Verification Statement do not guarantee acceptance into a supervised practice program/dietetic internship. Individuals must apply through a competitive application process for acceptance into a dietetic internship program. It is the responsibility of the student to keep the Verification Statement in a safe place until submitted for admission to a dietetic internship program, application for state licensure/certification, and the Academy of Nutrition and Dietetics for active membership status. Note: The treasurer’s office will bill students $30 for the Verification Statements at the end of the academic term of program completion.

**Application to Supervised Practice Program/Dietetic Internship**

Students are encouraged to start considering dietetic internship options a year prior to completing the DPD coursework. Then, students can focus on submitting internship applications to the programs of most interest to them at the beginning of the last semester of academic coursework. Suggested steps to take in applying for dietetic internship programs are given in Appendix C, and the internship application process is also discussed within the Foundations of Dietetic Practice (FS HN 340) course. See Appendix D for the DPD course list for calculation of the DPD GPA. Acceptance into an accredited dietetic internship program is competitive and acceptance into a program cannot be guaranteed. Individuals accepted into internship programs should anticipate the requirements of immunizations, criminal and abuse background checks, and proof of health insurance coverage for most placements settings. For additional information on improving your chances at getting a dietetic internship position, view the student-guidance information on the Accreditation Council for Education in Nutrition and Dietetics’ website: http://www.eatrightacend.org/ACEND/content.aspx?id=6442485432.
Appendix A.

Pathways to Credentialing and Professional Practice in Dietetics

Pathway for the Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) Credential

1. Complete a minimum of a bachelor’s degree at a U.S. regionally accredited university or college, and complete Didactic Program in Dietetics (DPD) coursework accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics.
2. Complete 1200 hours of supervised practice through an ACEND-accredited dietetic internship, coordinated program, or individualized supervised practice pathway.
3. Pass the national registration examination administered by the Commission on Dietetic Registration (CDR), allowing the designation Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). For more information regarding the examination, refer to CDR’s web site at www.cdrnet.org.
4. Complete continuing professional educational requirements to maintain registration status (RD or RDN) and for updating/expanding practitioner knowledge and skills.

Additionally, some states require that dietitians be licensed by a State Licensing Board to be able to practice dietetics. In many states the requirements for licensure are similar to those for dietetic registration.

Iowa requires a license for most areas of practice; see the Iowa Department of Public Health (IDPH) Bureau of Professional Licensure website for more information: http://idph.iowa.gov/Licensure/Iowa-Board-of-Dietetics. Individuals who are planning to practice in another state should contact the state dietetic association to obtain information on licensure/certification requirements.

Pathway for the Dietetic Technician, Registered (DTR) or Nutrition and Dietetics Technician, Registered (NDTR) Credential

Effective June 1, 2009, a policy established by the Commission on Dietetic Registration (CDR) provides the opportunity for individuals with both a bachelor’s degree and who have completed the Didactic Program in Dietetics (DPD) to take the registration examination for dietetic technicians. Additional academic coursework or supervised practice is not required. This provides an option to DPD graduates who do not go on to a dietetic internship and to those who are not credentialed but are employed as dietetic technicians and in other nutrition-related positions. Once credentialed, individuals must comply with CDR’s recertification requirements, the Code of Ethics for the Profession of Dietetics and the Standards of Practice for Dietetic Technicians, Registered. Please see the following website for more information about DTR or NDTR educational and professional requirements, employment opportunities, and job outlook: http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8144.
Appendix B.

Course Requirements for a Bachelor of Science Degree in Dietetics
Iowa State University Catalog, 2016-17
Department of Food Science and Human Nutrition

Minimum of 120 total semester credits required for the degree.
Course credits shown in parentheses below.

(6) INT’L PERSPECTIVES/U.S. DIVERSITY*
(3) Select from International Perspectives (IP) approved list:
   http://www.registrar.iastate.edu/students/div-ip-guide
(3) Select from U.S. Diversity approved list:
   http://www.registrar.iastate.edu/students/div-ip-guide

(10) COMMUNICATIONS AND LIBRARY
(3) ENGL 150 Critical Thinking and Communication
(3) ENGL 250 Written, Oral, Visual, Electronic Comp.
(1) LIB 160 Information Literacy
(3) SP CM 212 Fundamentals of Public Speaking

(11-15) HUMANITIES AND SOCIAL SCIENCES
College of Agriculture & Life Sciences students, 11-12 credits
   Humanities and social science requirements:
   (3) Humanities course
   (3) PSYCH 101 Introduction to Psychology
   Ethics and environmental requirements:
   (3) FS HN 342 World Food Issues
   (This course can also meet the IP requirement)
   (2-3) ENV S 120 or 201 Environmental course

OR, College of Human Sciences students, 15 credits
   Humanities and social science requirements:
   (6) Humanities courses
   (3) PSYCH 101 Introduction to Psychology
   (3) FS HN 342 World Food Issues
   (This course can also meet the IP requirement)
   (3) Humanities or social science course

(6-8) MATHEMATICAL SCIENCES
(3-4) MATH 140, 143, 160, 165, or 181 Math course
(3-4) STAT 101 or 104 Statistics course

(9-12) PHYSICAL SCIENCES
(5-8) CHEM 163 and 163L College Chemistry and Lab
   or CHEM 177, 177L, and 178 General Chemistry I&II
(3) CHEM 231 Elementary Organic Chemistry
(1) CHEM 231L Lab in Elementary Organic Chemistry

(20-21) BIOLOGICAL SCIENCES
(3) BBMB 301 Survey of Biochemistry
(3) BIOL 211 Principles of Biology I
(3) BIOL 212 Principles of Biology II
(1) BIOL 212L Principles of Biology Laboratory II
(3) BIOL 255 Fundamentals of Human Anatomy
(1) BIOL 255L Fundamentals of Human Anatomy Lab
(3-4) BIOL 256 and 256L, or BIOL 334 or 335 Physiology
(2) MICRO 201 Introduction to Microbiology
(1) MICRO 201L Introductory Microbiology Laboratory

(40-41) FOOD SCIENCE AND HUMAN NUTRITION
(1) FS HN 110 Professional and Educational Preparation
(3) FS HN 167 Introduction to Human Nutrition
(1) FS HN 203 Contemporary Issues in FSHN
(3) FS HN 214 Scientific Study of Food
(1-2) FS HN 215 Advanced Food Preparation Laboratory
   (Or, FS HN 115 Food Preparation Lab)
(3) FS HN 265 Nutrition for Active & Healthy Lifestyles
(1) FS HN 340 Foundations of Dietetic Practice
(3) FS HN 360 Advanced Human Nutrition & Metabolism
(2) FS HN 361 Nutrition and Health Assessment
(3) FS HN 362 Nutrition in Growth and Development
(1) FS HN 367 Medical Terminology for Health Professionals
   (2) FS HN 403 Food Laws, Regulations, & Reg. Process
   (2) FS HN 411 Food Ingredient Interactions and Formulations
(4) FS HN 461 Medical Nutrition and Disease I
(3) FS HN 463 Community Nutrition (This course can also meet the U.S. Diversity requirement)
(3) FS HN 464 Medical Nutrition and Disease II
(3) FS HN 466 Nutrition Counseling & Educ. Methods
(1) FS HN 480 Professional Communication in FSHN

(11) MANAGEMENT
(3) HSP M 380 Quantity Food Production Management
(2) HSP M 380L Quantity Food Production and Service Management Experience
(3) HSP M 391 Foodservice Systems Management I
(3) HSP M 392 Foodservice Systems Management II

(0-13) ELECTIVES – Select from any university coursework to earn ≥ 120 total credits prior to graduation.

NOTES:
* Students must fulfill the International Perspectives and U.S. Diversity requirements by selecting coursework from approved lists. Students may dual list these courses with other degree requirements.

ADMISSION TO THE DIETETICS PROGRAM:
Students enter the university designated as pre-dietetics students. During spring semester of the second year, interested students apply to the Didactic Program in Dietetics. Admission to the program is based on overall GPA (3.0 or above required), completion of required coursework, and completion of the application with interest in becoming a registered dietitian. Students then progress toward earning a Bachelor of Science degree in Dietetics and receive a Verification Statement upon graduation, which is needed to enter an accredited dietetics internship.
COURSES TO BE COMPLETED OR IN PROGRESS TO APPLY FOR ADMISSION TO THE PROGRAM:

(10) COMMUNICATIONS AND LIBRARY
(3) ENGL 150 Critical Thinking and Communication
(3) ENGL 250 Written, Oral, Visual, Electronic Comp.
(1) LIB 160 Information Literacy
(3) SP CM 212 Fundamentals of Public Speaking

(6) SOCIAL SCIENCES
(3) PSYCH 101 Introduction to Psychology
(3) PSYCH 230 Developmental Psychology

(6-8) MATHEMATICAL SCIENCES
(3-4) MATH 140, 143, 160, 165, or 181 Math course
(3-4) STAT 101, 104, or 226 Statistics course

(13-17) PHYSICAL SCIENCES
(5-8) CHEM 163 and 163L College Chemistry and Lab.
Or, CHEM 177, 177L, and 178 General Chemistry I & II
(3) CHEM 231 Elementary Organic Chemistry
(1) CHEM 231L Elementary Organic Chemistry Lab
(4-5) PHYS 115 or 111 Physics course

(19) BIOLOGICAL SCIENCES
(3) BBMB 301 Survey of Biochemistry
(3) BIOL 211 Principles of Biology I
(3) BIOL 212 Principles of Biology II
(3) BIOL 255 Fundamentals of Human Anatomy
(1) BIOL 255L Fundamentals of Human Anatomy Lab
(3) BIOL 256 Fundamentals of Human Physiology and
(1) BIOL 256L Fund. of Human Physiology Lab
(2) MICRO 201 General Microbiology

(20-22) DIET AND EXERCISE COURSEWORK
(1-2) FS HN 110, or KIN 252 and 253 Orientation course(s)
(3) FS HN 167 Introduction to Human Nutrition
(4-5) FS HN 214 and (FS HN 115 or 215) Scientific Study of
Food course and Food Preparation Laboratory course
(3) FS HN 265 Nutrition for Active & Healthy Lifestyles
(1) FS HN 340 Foundations of Dietetics Practice
(3) FS HN 360 Advanced Human Nutrition/Metabolism
(3) H S 110 Personal and Consumer Health
(2) KIN 258 Physical Fitness and Conditioning

REMAINING COURSES TO COMPLETE FOR BACHELOR’S DEGREE REQUIREMENTS:

(3) INTERNATIONAL PERSPECTIVES/U.S. DIVERSITY
Select 3 cr. from International Perspectives course list:
http://www.registrar.iastate.edu/students/div-ip-guide/IntlPerspectives-current
U.S. Diversity Requirement will be met with NUTRS 563

(6-9) HUMANITIES AND ETHICS
Select 6 credits from approved Humanities course list:
http://www.fshn.hs.iastate.edu/undergraduate/advising/approved-courses/
Select 3 credits from approved Ethics course list. Note: If ethics
course is on the humanities list, it can meet both requirements.

(43) DIET AND EXERCISE COURSEWORK
(3) H S 380 Worksite Health Promotion
(2) A TR 220 Basic Athletic Training
Or, H S 305 Instructor’s First Aid
(2) KIN 259 Leadership Techniques for Fit. Programs
(3) KIN 345 Management of Health-Fitness Programs
(3) KIN 358 Physiology of Exercise
(3) Choose one of the following courses:
KIN 355 Biomechanics
KIN 360 Sociology of Sport and Exercise
KIN 366 Exercise Psychology
KIN 372 Motor Control/Learning Across the Lifespan
(3) KIN 462 Medical Aspects of Exercise
(2) FS HN 361 Nutrition and Health Assessment
(1) FS HN 367 Medical Terminology for Health Professionals

REMAINING COURSES TO COMPLETE FOR MASTER’S DEGREE REQUIREMENTS:

(37-41) DIET & EXERCISE GRADUATE COURSEWORK
(1) FS HN 581 Seminar**
(1) FS HN 590C Teaching Assistant experience**
(1) FS HN 681 Seminar**
(1) FS HN 682 Seminar Reflection**
(4) NUTRS 501 Biochemical & Phys. Basis of Nutrition
(4) NUTRS 561 Medical Nutrition and Disease I
(3) NUTRS 563 Community Nutrition*
(3) NUTRS 564 Medical Nutrition and Disease II*

(3-6) Select 3-6 credits (FSHN students select 3 credits;
KIN students select 6 credits) from:
KIN 511 Physical Activity Strategies for Youth
KIN 550 Advanced Exercise Physiology I
KIN 567 Exercise Psychology: Clinical
KIN 570 Physical Activity Assessment for
Health Related Research
(3) KIN 551 Advanced Exercise Physiology II
(3) KIN 558 Physical Fitness-Principles, Programs,
and Evaluations

(2-6) FS HN or KIN 599 Creative Component (2-3 cr)
Or, KIN or NUTRS 699 Thesis research credits (6 cr)
(4) STAT 401 Statistical Methods for Research Workers

NOTES:
* Course counts toward both bachelor’s and master’s degrees.
** Requirement for students in the FS HN Department.
Appendix C.

Steps for Applying to a Supervised Practice Program/Dietetic Internship

Select dietetic internship programs that interest you from the current list of available programs. This list is updated on the Academy of Nutrition and Dietetics’ website (http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424), and additional detailed information is available within the Applicant Guide. The Applicant Guide contains information such as the site locations for clinical, management, community, and specialty rotations; estimated program costs; admissions requirements; and criteria for evaluation of applicants (GPA, GRE, work experience, references, etc.). Copies of the guide are available in 220 MacKay Hall (8 a.m.-5 p.m. Monday through Friday, except during university holidays).

To begin the application process, review the required application components for each internship program of interest. Many programs have information available online from a web link on the Academy’s website and in the applicant guide. Applicants can also contact the internship program director with questions. Presenting yourself professionally in all written and verbal communications is important, and business letter format should be used for written letters.

Start preparing application materials as directed by each specific internship program at least several months in advance. You may apply for as many internship programs as you wish. Most applicants find that five or six programs are the maximum they have time to prepare materials for since preparing and organizing application materials can take a great deal of time. Follow application procedures carefully. Each program has its own application procedure defined, and most deadlines are mid-February and mid-September each year.

Using the DICAS Application System

Many dietetic internship programs are using the Dietetic Internship Centralized Application Services (DICAS) for the application process. Applicants enter their contact information, educational information, DPD program information, awards, experiences, volunteer activities, personal statements (cover letters), resume, and contact information for three reference individuals within the online system.

Components of the online application:
- Coursework - To efficiently complete the educational information section, view or print an unofficial transcript from Access Plus. Then, enter the Iowa State University DPD courses (http://www.fshn.hs.iastate.edu/undergraduate-programs/dietetics/dpd-courses/) based on when courses were completed (spring, summer, or fall semester and year), course title (as it appears on the transcript), course prefix and number, type (lab/lecture), number of credit hours, grade earned (or noted as ‘in progress’), and DPD classification (DPD science course or DPD professional course). DPD science courses are the courses on the DPD list that are taught by science departments, including biochemistry, organic chemistry, microbiology, anatomy, and physiology as well as statistics; the remainder of the courses on the DPD list are considered DPD professional courses. If the equivalent of any of these courses were completed at another college or university, the course title and number should be entered as it appears on the transcript from that college/university.
• DPD Information - The following information must be provided for applicants who have or will be completing the DPD through Iowa State University:
  o DPD program director’s name: Anne Oldham
  o DPD program director’s email address: aoldham@iastate.edu
  o Document required: Declaration of Intent (if coursework is still in progress), or Verification Statement (if all DPD coursework is completed and applicant has already earned a bachelor’s and/or master’s degree)
• Personal Statements – Develop a well-written personal statement (i.e. cover letter or application letter) for each dietetic internship program to which you apply through DICAS. When submitting the online application, you will select the appropriate personal statement to be sent to each dietetic internship program. If the dietetic internship program provides specific details for how the personal statement should be written, follow those guidelines instead of addressing the questions shown in DICAS. Paying attention to details and following directions explicitly is very important. Many programs expect business letter format with an address header, introduction paragraph specific to the internship program, paragraphs within the body of the letter which focus on items to be addressed in the letter, and a summative conclusion paragraph.
• Resume - A resume is required as part of the application process. Applicants are encouraged to obtain feedback from the College of Agriculture and Life Sciences (15 Curtiss Hall) or College of Human Sciences (131 MacKay Hall) career services director, the ISU DPD Director, and/or faculty adviser and discuss ways to enhance the resume.
• References - Three references must be provided through electronic format, including the reference individuals’ names, email addresses, and phone numbers. Many dietetic internship programs request references from two professors and one work supervisor. Contact reference individuals 1-2 months in advance to confirm that they are willing and have time to write positive recommendations for you. Indicate that they will receive an email message from DICAS Messenger with a link into the online system. It can also be very beneficial to put together a packet of information about yourself to provide to your reference individuals; this could include your resume, a list of your strengths and weaknesses, professional goals, and/or personal statement.
• Transcripts - As part of the application process, you need to request that an official transcript be sent from each college/university attended to the DICAS Transcript Dept.
• Graduate Record Examination (GRE) - GRE scores may be required by internship programs that also grant graduate credit or a Master’s degree (http://www.ets.org/gre). Do consider taking the GRE, to give yourself more flexibility in applying to programs.
• Computer Matching - In addition to submitting application materials through DICAS, most dietetic internship programs require that you register for computer matching. Programs then select applicants for internship placement through a computer matching process. You need to register with D&D Digital (https://www.dnddigital.com/) before the specified deadline, which is in mid-September and mid-February each year.

Several people in the Food Science and Human Nutrition Department are available to answer questions and advise you, as needed, concerning the application procedures. If you need assistance, contact Anne Oldham, DPD Director at (515) 294-6414 or aoldham@iastate.edu, or your academic adviser for an appointment.
Computer Matching

Most dietetic internships select applicants for internship appointments through a computer matching process that occurs twice a year. The deadline to register with D&D Digital is mid-September and mid-February each year. Applicants then enter/edit a ranked priority list of dietetic internships. Once the matching process has been completed, applicants will be notified on a specific day at the D&D Digital website (in April and November each year) regarding the outcome of the appointment to a dietetic internship/supervised practice program. Applicants who have been matched with a program must follow the procedures outlined by that program to accept or decline the appointment by the appointment date. Applicants who are not matched in the first round of applications are then given the opportunity to apply to dietetic internships with openings through DICAS or a process specified by the program. To review frequently asked questions about the computer matching process, link to the D&D Digital website at https://www.dnddigital.com/ada/questions.php and the following Academy of Nutrition and Dietetics’ website: http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425.

Evaluation of Applicants

Students with high academic ability, work experience, strong letters of recommendation, and high professional potential are most likely to be matched with an internship placement. An application that follows directions explicitly and is well-organized is also very important. Although each internship program has its own evaluation procedure, the following are important for all programs:

- GPA - For many programs, this is the most important evaluation criterion. Thus, it is important to maintain a relatively high GPA in preparation for an internship.
- Experience - Work experience related to dietetics is a very important criterion.
- References - Letters of recommendation will be evaluated to indicate your preparation for an internship program.

Options for Applicants Who Do Not Receive a Dietetic Internship Appointment

When students submit an application to a dietetic internship program, they need to realize that the selection process is very competitive, and a strong application does not guarantee a match to an internship program. The applicant pool is national, and students are in competition with many other applicants across the country. If a student does not receive an appointment in the match, he/she should contact the DPD Director about available internship programs that might have openings. It is still possible to obtain an internship in the post-match period. Additionally, a student should re-evaluate his/her strengths and areas for further development and consider ways to better highlight those strengths and improve areas that need further development. Individuals may obtain a job related to nutrition/dietetics and reapply.

A degree in dietetics provides a strong knowledge base in the sciences, including nutrition, as well as communication, problem solving, and teamwork skills. Graduates can pursue a career in nutrition education (through WIC), sales (including pharmaceutical, food and equipment sales), foodservice management, and public policy or health fields. Graduate school is another option to consider after graduation. There are many Master’s degree programs in nutrition, health science, education, business, and communication. Students should take the GRE if interested in pursuing graduate school.
Appendix D.

DPD Course List for Calculation of the DPD GPA

The following courses are required to meet the Didactic Program in Dietetics (DPD) requirements at Iowa State University and are to be included in the dietetic internship application for calculation of the DPD GPA. Students in the Diet and Exercise program take KIN 345 in place of HRI / HSP M 391 and FS HN 362.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
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<tbody>
<tr>
<td>FS HN 214 Scientific Study of Food</td>
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<td>FS HN 115 or 215 Food Preparation Laboratory</td>
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<tr>
<td>FS HN 340 Foundations of Dietetic Practice</td>
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<td>FS HN 361 Nutrition and Health Assessment</td>
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<td>FS HN 362 Nutrition in Growth and Development</td>
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<td>FS HN 367 Medical Terminology for Health Professionals</td>
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<td>FS HN 403 Food Laws, Regulations, and the Regulatory Process</td>
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<td>FS HN 411 Food Ingredient Interactions and Formulations</td>
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<td>FS HN 461 or NUTRS 561 Medical Nutrition and Disease I</td>
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<td>FS HN 463 or NUTRS 563 Community Nutrition</td>
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<td>FS HN 464 or NUTRS 564 Medical Nutrition and Disease II</td>
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<tr>
<td>FS HN 466 or 566 Nutrition Counseling and Education Methods</td>
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<tr>
<td>HRI / HSP M 380 Quantity Food Production Management</td>
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<tr>
<td>HRI / HSP M 380L Quantity Food Production and Service Mgmt. Experience</td>
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<tr>
<td>HRI / HSP M 391 Foodservice Systems Management I</td>
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<tr>
<td>HRI / HSP M 392 Foodservice Systems Management II</td>
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<tr>
<td>BBMB 301 Biochemistry</td>
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<tr>
<td>CHEM 231 or 331 Organic Chemistry</td>
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<td>MICRO 201 or 302 Microbiology</td>
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<tr>
<td>PSYCH 101 Introduction to Psychology</td>
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<tr>
<td>SP CM 212 Fundamentals of Public Speaking</td>
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<tr>
<td>STAT 101 or 104 Statistics</td>
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<tr>
<td>BIOL 255 Human Anatomy</td>
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<td>BIOL 256, 334 or 335 Physiology</td>
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