DIETETIC TECHNICIAN
STUDENT HANDBOOK

2013

Program Manager: Stephen P Gagnon, MS DTR
Practicum Coordinator: Astrid Struck, DTR

Hillsborough Community College
4001 Tampa Bay Blvd.
Tampa, Fl 33614
813.253.7000
sgagnon@hccfl.edu
Dear Student,

This letter serves as your official appointment to the Hillsborough Community College Dietetic Technician Program. The staff at Hillsborough Community College and Dietetic Technician Program affiliates extends to each of you a warm welcome to the program. As a student enrolled in the program, you have the opportunity to acquire knowledge and skills which will enable you to take your place in the health care industry as a professional providing nutrition care.

The Dietetic Technician Program offers you a wide variety of clinical and classroom experiences. We hope that you will look on each of these experiences as an opportunity to grow and increase your knowledge and skills in order to function as a competent entry-level dietetic technician. The enclosed handbook provides information on all areas of the program. Please note that since public transportation is limited in the Tampa Bay area, the student must have use of an automobile for traveling to classes and the practicums.

We challenge you to take advantage of each new opportunity and dedicate yourself to your personal and professional and growth and development. We, the faculty and staff, in turn, pledge to help you in every way possible to achieve a level of competence that will enable you to take your place in the field of dietetics. We hope that each of you will have and enjoyable and prosperous year.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has granted FULL Accreditation to the Dietetic Technician Associate in Science degree program at Hillsborough Community College. Graduates of ACEND accredited programs are eligible to write the CDR registration examination for dietetic technicians.

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
800-877-1600 or 312-899-0040 Extension 5400
http://www.eatright.org/ACEND/

Sincerely,

Astrid Struck, DTR: Clinical Practicum Supervisor

Stephen P. Gagnon, MS, DTR: HCC Dietetic Technician Program Director
TABLE OF CONTENTS

Welcome Letter..................................................................................................................................................... 2

Disclaimer ............................................................................................................................................................. 5

Purpose of Handbook .......................................................................................................................................... 5

Hillsborough Community College’s Dietetic Technician Program ................................................................. 5

Dietetic Technician, Registered (DTR) Certification Information ................................................................. 6

Mission Statement ................................................................................................................................................ 7

Program Goals and Outcome Measures ......................................................................................................... 7

AS • Dietetic Technician Degree Requirements (64 credit hours) ................................................................... 8-9
  General Education Requirements
  Program Requirements
  Admission Requirements
  Evaluation of Student Progress

DTP Recommended Course of Study ............................................................................................................... 10

Cost of Program .................................................................................................................................................. 11

Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2008 Foundation
Knowledge and Competencies ...........................................................................................................................12

Graduation and DTP Completion Information .................................................................................................. 13
  Graduation and Exit Packet
  Resources for studying the DTR exam

Practicum Policies ............................................................................................................................................... 14-20
  2012-2013 Catalog
  Withdrawal and refund of tuition and fees
  Scheduling and program calendar, including vacation and holidays
  Student Records and Protection of privacy of student information
  Access to Personal Files
  Access to student support services
  Insurance Requirements
  Liability for safety in travel to or from assigned areas
  Injury or Illness at Practicum Site
  Criminal Background Check
  Student Replacement of Staff
Student Grievances
Evaluation of Prior Learning
Evaluation of Student Progress
Progress, Retention, Remediation, and Termination Procedures
Program Completion Requirements
Graduation, Exit Packet and Verification Statements
Student AND membership and Nutrition & Dietetics Club
Attendance and Grading Policy and Grade Appeals
Grade Appeals
Student Code of Conduct and Student Discipline
Equal Access/Equal Opportunity and Educational Equity
Practicum Evaluation and Dress Code
Practicum Schedule
Servsafe Requirement
Preceptor/Facility Evaluation

**DT Program Handbook Agreement Form**
Disclaimer
The provisions of the handbook are not to be regarded as an irrevocable contract between the student and the College, the Division of Associate in Science Degree Programs or the Dietetic Technician Program. The College, the Associate in Science Program and the Dietetic Technician Program at Hillsborough Community College reserves the right to make and designate the effective date of changes in college policies, other regulations, and the regulations and policies announced in this handbook at any time such changes are considered to be desirable or necessary. If changes in this handbook are required during the academic year, the student will be given notice of those changes and asked to verify by signature that the required changes were received and understood. Each student is provided a Student Handbook at orientation. The College’s catalog and Academic Calendar/Planner is available in the Office of Admissions, Registration and Records. The catalog is also available on the College’s website, www.hccfl.edu.

Purpose
The Purpose of this handbook is to familiarize the Dietetic Technician student with the policies and procedures of the program. It is the program’s goal for each student to have positive learning experiences so they have the best outcomes.

Hillsborough Community College Dietetic Technician Program
The Dietetic Technician Program is a two-year ACEND-accredited curriculum, which may be pursued on a full or part-time basis. Graduates of ACEND-accredited programs are eligible to write the CDR registration examination for dietetic technicians (DTR). This 64-hour Associate in Science (AS) degree utilizes the integration of classroom theory with the experience of the laboratory and supervised experience throughout the program. Included in the program are 540 hours of supervised practice, which creates real-world experience for students in three areas: foodservice, community nutrition, and clinical nutrition. Supervised practice settings include hospitals, long-term care facilities, and community-based programs. Students participate as active learners in a variety of settings planned to develop competencies as an entry-level dietetic technician.
Dietetic Technician, Registered (DTR) Certification Information

Follow the links below to learn more about the DTR

**Who is a DTR?**

- Academy of Nutrition & Dietetics (AND) Code of Ethics

**Career Opportunities**

**DTR Pathways to Registration Eligibility**
HCC’s DT program currently has pathway I

**Florida Statutes for Registered Dietetic Technicians.**
The dietetic technician means a person who assists in the provision of dietetic and services under the supervision of a qualified professional as defined in Chapter 468, X of the 2006 Florida Statutes. In addition, a Dietetic Technicians, Registered are individuals who have:
- Completed a minimum of an Associate degree granted by a U.S. regionally accredited college or university
- Completed a minimum of 450 hours of supervised practice through an accredited Dietetic Technician program
- Successfully completed the Registration Examination for Dietetic Technicians
- Accrued 50 hours of approved continuing professional education units every five years
**Mission Statement**

The mission of the dietetic technician program is to empower graduates to compete successfully for employment as a Dietetic Technician, Registered (DTR) by providing superior education and innovative training in entry-level skills and competencies.

**Program Goals and Outcome Measures**

**Goal #1:** The program will prepare competent entry-level dietetic technicians.

**Outcome Measures**

- Over a 5-year period, the pass rate for graduates taking the DTR examination in one year will be at least 80%.
- Over a 5-year period, eighty percent of graduating students will agree or strongly agree on the Program Evaluation that the program’s courses met knowledge requirements/objectives for future dietetics practice.
- Over a 5-year period, 70% percent of employers will agree or strongly agree on the Employer Survey that graduates of the Hillsborough Community College Dietetic Technician Program were prepared for dietetic practice.
- Over a 5-year period, eighty percent of graduates will agree or strongly agree on the Graduate Survey that the program prepared them for dietetic practice.

**Goal #2:** The program will meet the need for registered dietetic technicians in the Tampa area

**Outcome Measures**

- Over a five-year period, 70% or more of program graduates who sought employment in dietetics will be employed within 12 months of program completion.
- Over a five-year period, 50% or more of program graduates who sought employment in dietetics will practice within the Tampa Bay area.

**Goal #3:** The program will be responsive to student needs.

**Outcome measures**

- Over a 5-year period, eighty percent of students will AGREE or STRONGLY AGREE that faculty met students educational needs as indicated on the course evaluation.
- Over a 5-year period, eighty percent of students will rate preceptors as average or above average on Preceptor Evaluations.
- Over a 5-year period, at least 50% of students enrolled in DIE 2401 will complete all program requirements successfully within 150% of program length.
AS • Dietetic Technician Degree Requirements

The Dietetic Technician program prepares students to function at the generalist level of dietetic care under the supervision of a registered dietician. Duties include supervision of employees, menu planning, diet instruction, food purchasing and supervision of food production. The multi-disciplinary training (culinary, hospitality and dietetics) will enable graduates to use culinary arts and food service management skills in a variety of traditional and non-traditional job settings.

NOTE: The Dietetic Technician AS degree is currently granted FULL accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 S Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 x 5400. Graduates of a ACEND accredited Dietetic Technician program are eligible to write the Commission on Dietetic Registration (CDR) registration examination for dietetic technicians.

General Education Requirements

BSC 1092/1092L Human Biology and Lab .......................................................... 4 cr.
ENC 1101 English Composition I ................................................................. 3 cr.
MAC 1105 College Algebra (or any Gen Ed College Level Math) ................ 3 cr.
PSY 2012 General Psychology ................................................................. 3 cr.
Humanities General Education ..................................................................... 3 cr.

Program Required Courses

ACG 2021 Financial Accounting ................................................................. 3 cr.
CGS 1007 Introduction to Computers ......................................................... 3 cr.
DIE 2000 Introduction to Dietetics ......................................................... 3 cr.
DIE 2270 Clinical Nutrition I ................................................................. 3 cr.
DIE 2271 Clinical Nutrition II ................................................................. 3 cr.
DIE 2401 Nutrition Education and Interviewing ........................................ 3 cr.
DIE 2419 Nutrition Education Practicum ................................................ 2 cr.
DIE 2533 Clinical Practicum ................................................................. 2 cr.
FOS 1201 Sanitation and Safety Management ............................................ 2 cr.
FSS 1223C Food Preparation for Managers ................................................. 4 cr.
FSS 1941 Food Practicum I ................................................................. 2 cr.
FSS 2100 Food Plans and Menu Preparation .............................................. 3 cr.
FSS 2120 Food Purchase and Storage ....................................................... 3 cr.
HFT 2210 Supervisory Development ......................................................... 3 cr.
HSC 1531 Medical Terminology ............................................................. 3 cr.
HUN 2201* Fundamentals of Human Nutrition ......................................... 3 cr.
MCB 1060 Food Microbiology ............................................................... 3 cr.
MCB 1060L Food Microbiology Laboratory .............................................. 1 cr.
Any 1 Credit Elective .................................................................................. 1 cr.

* Recommended course(s) for the first semester.
Admission Requirements:
There are no entrance requirements for the program. However, many courses need to be taken in sequence. In addition, most of the DIE prefixed courses are only offered once a year. Therefore, students are encouraged to talk with the program director and the AS program academic advisor to schedule completion of the program coursework to prevent any delay in finishing. You also must become a student member of the Academy of Nutrition and Dietetics when you take DIE 2000. Membership information can be obtained from the program director.

Evaluation of Student Progress:
Students will be formally assessed within their coursework and practicums through evaluation of tests, quizzes, worksheets, rubrics, observations, projects, etc. Students must earn at least a "C" in all core HUN and DIE courses.

To participate in practicums, you must:

• Show current health insurance or agree to enroll in the student accident/health insurance coverage program available through HCC's student government.
• Pass a Level II criminal background check.
• Become Servsafe® Certified (obtained in FOS 1201).
• Meet each practicum’s pre-requisite criteria
• Have a reliable means of transportation.
HCC recommended PROGRAM OF STUDY FOR DTR PROGRAM

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL I</td>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BSC 1092</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BSC 1092L</td>
<td>Human Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>HUN 2201</td>
<td>Fundamentals of Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Gen Ed Math</td>
<td>Any Gen Ed College Level Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CGS 1007</td>
<td>Intro to Computers</td>
<td>1</td>
</tr>
<tr>
<td>SPRING I</td>
<td>FSS 1223C</td>
<td>Food Prep for Managers</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FOS 1201</td>
<td>Sanitation &amp; Safety Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DIE 2000</td>
<td>Introduction to Dietetics* (prereq: HUN 2201)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SUMMER I</td>
<td>DIE 2401</td>
<td>Nutrition Education &amp; Interviewing (prereq: DIE 2000)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DIE 2419</td>
<td>Nutrition Education Counseling Practicum (coreq: DIE 2401)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MCB 1060</td>
<td>Food Microbiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MCB 1060L</td>
<td>Food Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>FALL II</td>
<td>DIE 2270</td>
<td>Clinical Nutrition I (prereq: DIE 2401)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FSS 1941</td>
<td>Food Practicum I (prereq: FSS 1223 and FOS 1201)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HFT 2210</td>
<td>Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>SPRING II</td>
<td>DIE 2271</td>
<td>Clinical Nutrition II (prereq: DIE 2270)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>XXX ####</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FSS 2120</td>
<td>Food Purchasing &amp; Storage</td>
<td>3</td>
</tr>
<tr>
<td>SUMMER II</td>
<td>DIE 2533</td>
<td>Clinical Practicum (prereq: DIE 2271)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FSS 2100</td>
<td>Food Plans &amp; Menu Prep</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Any 1 Credit Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

*Students must obtain student AND (Academy of Nutrition and Dietetics) membership and students must join HCC’s SGA Nutrition & Dietetics Club.
COST OF THE DT PROGRAM*

<table>
<thead>
<tr>
<th>2012-2013 Estimated Costs of DT AS Degree</th>
<th>Florida Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Link to Tuition &amp; Fees</strong></td>
<td>$104.39/credit hour</td>
<td>$379.61/credit hour</td>
</tr>
<tr>
<td>Uniform/Lab Coat and Shoes (FSS 1223 and the practicums)</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Knife Set (FSS 1223)</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>AND student membership (DIE 2000)</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Nutrition Club (DIE 2000)</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>DTR Examination</td>
<td>$140.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Level II Background Check (DIE 2000)</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

NOTE: Medical Insurance will vary - see Program Policy on insurance on page 18

NOTE: Transportations costs will vary - see Transportation Policy on page 18

*This is a general guideline. Costs are subject to change, see course syllabus for most current cost.
Individuals interested in becoming Dietetic Technicians, Registered should expect to study a wide variety of topics focusing on food, nutrition and management. These areas are supported by the applied sciences: biological, physiological, behavioral, social and communication. Becoming a Dietetic Technician, Registered involves a combination of academic preparation and supervised practice culminating in a minimum of an associate degree from an institution sponsoring a program accredited by the Accreditation Council for Education in Nutrition and Dietetics, the accrediting agency for the Academy of Nutrition and Dietetics.

The Core Knowledge & Competencies for the DTR will be the focus of the academic component of a Dietetic Technician Program. These requirements may be met through separate courses, combined into one course or as part of several courses as determined by the college or university sponsoring the program.

The foundation knowledge may be integrated with or precede achievement of the competencies, which identify the performance level expected upon completion of the supervised practice component of the Dietetic Technician program.

SEE PAGES 54-58 IN THE 2012 ACEND STANDARDS FOR DIETETIC TECHNICIAN PROGRAMS AVAILABLE AT THE DT PROGRAM WEBSITE HERE
**GRADUATION AND DTP COMPLETION INFO**

**Graduation and Exit Packet**
Within the last two weeks of program completion, the program director and practicum coordinator will provide you with some forms that are to be completed and returned to the program director so they can complete the eligibility application process for submission to CDR (Commission on Dietetics Registration). The program director will provide each student with the Student Exit Packet which has instructions on the examination application process. Upon completion and verification of all program/degree requirements, the program director will submit the graduate’s data electronically to the CDR. About 2-3 weeks after the graduate data is sent to CDR, the graduate should receive information from CDR on how to make an appointment to take the national DTR exam. More information about the Commission on Dietetics Accreditation can be found here [http://www.cdrnet.org/](http://www.cdrnet.org/).

**Resources for studying for the DTR exam**

- **Registration Examination for Dietetic Technicians Handbook for Candidates**
- **Effective 1/1/2012 Registration Examination for Dietetic Technicians Test Specifications**
- **Study Guide for the Registration Exam for Dietetic Technicians**
- **Visual Veggies Software**
- **DTR study buddy review manual**
Withdrawal and refund of tuition and fees:

Students may officially withdraw from one or all courses without academic penalty. There is an official withdrawal deadline date for each semester. The withdrawal deadlines are listed in the college’s operational calendar and the HCC website. For classes that meet on a non-traditional calendar/schedule, the deadline to withdraw is at sixty percent of the class. Students who officially withdraw before that deadline but after the drop/add period are given a “W” grade. IMPORTANT: Withdrawing from a course or courses may affect enrollment status and eligibility for athletics, financial assistance, veteran’s benefits, international student visas, and benefits received from other federal agencies. If students do not officially withdraw by the deadline, the instructor must assign a letter grade other than “W” to the grade report. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a late withdrawal. Students who officially withdraw from a class may not continue attending that class. Students are permitted to withdraw from a course only twice. If they register for a course a third time, they will not be permitted to withdraw, and will receive a grade for the course. Instructors can recommend to the office of admissions, registration, and records that students be withdrawn from a class for disciplinary reasons or for non-attendance. The college will notify students whom the faculty has recommended, and the students will be given an opportunity to appeal the instructor-initiated withdrawal. Students may attempt a course only three times (including original grades, repeat grades, and withdrawals). Through the academic appeals process, students with significant extenuating circumstances may petition for a fourth attempt. To begin the academic appeals process, students must contact the appropriate campus dean of student services. All grades from the third and any subsequent attempts will be included in the grade point average calculation. Students must pay the full cost of instruction (equal to out-of-state fees) for credit classes they attempt a third time and any additional times. If students have serious extenuating circumstances, they may petition the appropriate campus dean of student services for a one-time exemption from paying the full cost of instruction. Tuition and fees are refunded to students who drop courses during the registration drop/add periods. The drop/add periods are located on HCC’s website and published under “My HCC.” Both regular registration and drop/add periods are listed in the operational calendar for the current year. Students enrolled for courses that do not follow a regular term will receive a refund if they drop courses according to the identified drop/add date. This information is available on the HCC website. Outstanding financial obligations to HCC are deducted from refunds.

Scheduling and program calendar, including vacation and holidays:
(Pages 4-8 HCC 2011-2012 Catalog)

Protection of privacy of student or intern information:
(page 38 HCC 2011-2012 Catalog)
The Family Educational Rights and Privacy Act (FERPA) governs the confidentiality of student records. (Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC.)
POLICIES AND PROCEDURES

Access to personal files:
(page 38 HCC 2011-2012 Catalog)
The Family Educational Rights and Privacy Act (FERPA) governs the confidentiality of student records.
(Records are defined as all records, files and data directly related to students that are created, maintained, and used by HCC.)
The Student’s files are kept in locked cabinets inside his faculty office. Faculty offices are private and secured. The College’s administration provides procedures and regulations to safeguard the security of each employee’s office and files. The faculty member has sole access to his desk and office files. If the faculty member’s office is entered for emergency purposes, the faculty member will be notified.

Access to student/intern support services, including health services, counseling and testing and financial aid resources:
(pages 30-34 HCC 2011-2012 Catalog).
As an institution focused on student learning, Hillsborough Community College offers a variety of learning options to enhance its' strong traditional college pro- grams

Insurance requirements, including those for professional liability:
Dietetic students will be required to purchase health insurance coverage in order to participate in practicums. Health insurance may be with the carrier of the student’s choice. Professional liability insurance is recommended and may be obtained from the carrier working with members of the Academy of Nutrition and Dietetics. Students should obtain $1,000,000/$3,000,000 malpractice coverage and $1,000,000 personal coverage.

Liability for safety in travel to or from assigned areas:
Transportation to and from HCC and the various curriculum sites will be the responsibility of each student. Since public transportation is very limited in the Bay area, it is necessary for the dietetic technician student to have use of an automobile. In addition, dietetic technician students are liable for safety in travel to or from assigned areas.

Injury or illness while in a facility for supervised practice:
In the event of illness, the dietetic technician student will be responsible for notifying the practicum coordinator and preceptor prior to the beginning of the rotation of duty. In the event of illness in excess of 2 days, a doctor’s certification verifying the illness and specifying clearance to return to rotation duty will be required. In the event that an absence interferes with successful completion of any experience objective, that time and any missed assignments must be rescheduled and completed at the discretion of the practicum instructor and the staff preceptor. Absences due to illness greater than 2 days must be made up. In the event of an injury at a practicum site, notify immediately the FACILITY host preceptor or supervisor on duty and the Practicum Coordinator to determine the best course of action.
Drug testing and criminal background checks if required by the supervised practice facilities:
A background check will be required of all students who will participate in field experiences (practicums) as part of their educational program. Background checks are necessary for learning experiences involving children, elderly, patients, or other vulnerable populations. A Level II background check will be provided to students in the DIE 2000 class. This check is at the student’s expense and is required to pass DIE 2000. Additional background checks may be conducted at any time during matriculation in the program. Students who are convicted of felony offenses, as referenced in the Code of Ethics for the Profession of Dietetics, cannot participate in the program, and they must withdraw from the class and the program. Please be advised that some affiliates may require a student to submit to a drug test. Failure to submit to the affiliate’s required drug test will not result in program dismissal unless refusal results in the student's inability to complete the Program’s terminal competencies for practicum performance.

Educational purpose of supervised practice to prevent the use of students to replace employees:
It is the policy of the Hillsborough Community College Dietetic Technician Program that dietetic technician students will not replace dietitians or staff at practicum sites, however, students may provide staff relief as part of the learning outcome process.

Filing and handling complaints from students and preceptors that includes recourse to an administrator other than the program director and prevents retaliation:
The DTP complies with college policies and procedures regarding the protection of student privacy and civil rights, access to student support services, and the process for student grievances. More information about these policies can be found in the HCC latest catalog http://www.hccfl.edu/catalog/2012-2013-catalog.aspx.

Assessment of prior learning and credit toward program requirements (coursework and/or experiential):
Hillsborough Community College Dietetic Technician Program does not accept prior work experience as credit toward practicum requirements. As such, no assessment of prior learning is necessary. If transfer credit for previous college experience is requested, it is the student's responsibility to arrange for an official transcript to be sent to the Admissions Department at HCC. This process should be initiated as early as possible so that advisement can facilitate successful completion of degree requirements.
Formal assessment of student learning and regular reports of performance and progress at specified intervals throughout the program, such as within and at the conclusion of any given course, unit, segment or rotation of a planned learning experience:

Dietetic technician students will be formally assessed within their coursework through evaluation of tests, quizzes, worksheets and projects. The evaluation of course requirements will culminate in a final course grade. Dietetic technician students are required to achieve a “C” or better in all major dietetic core coursework. The Program Director will monitor student grades each semester and counsel students as needed. The following courses are considered major dietetic core classes:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1092</td>
<td>Human Biology and Lab</td>
</tr>
<tr>
<td>HUN 2201</td>
<td>Fundamental of Human Nutrition</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>DIE 2000</td>
<td>Introduction to Dietetics</td>
</tr>
<tr>
<td>DIE 2270</td>
<td>Clinical Nutrition I</td>
</tr>
<tr>
<td>DIE 2271</td>
<td>Clinical Nutrition II</td>
</tr>
<tr>
<td>DIE 2533</td>
<td>Clinical Practicum</td>
</tr>
<tr>
<td>DIE 2401</td>
<td>Nutrition Education &amp; Interviewing</td>
</tr>
<tr>
<td>DIE 2419</td>
<td>Nutrition Education Practicum</td>
</tr>
</tbody>
</table>

Program retention and remediation procedures when student performance does not meet criteria for progressing in the program:

All HCC students can apply and enroll in the DT program and will be retained in the program as long as they adhere to the polices as stated in the college catalog, student handbook and DT program student handbook.

Disciplinary/termination procedures:

All HCC students can apply and enroll in the DT program and will be retained in the program as long as they adhere to the polices as stated in the college catalog, student handbook and DT program student handbook.

Graduation and/or program completion requirements for all options including maximum amount of time allowed to complete program requirements in place at the time student enrolls:

Students need to complete the Dietetic Technician Program in no more than five (5) years. Program completion is reached when the dietetic technician student has completed all AS degree requirements. Students may complete the program on a full-time or part-time basis. If a student wishes to take a leave of absence from the program, they must notify the Program Director.
POLICIES AND PROCEDURES

Verification statement procedures ensuring that all students completing requirements as established by the program receive verification statements and their names are submitted to CDR for eligibility for the DTR examination:
Within the last two weeks of program completion, the program director and practicum coordinator will provide you with some forms that are to be completed and returned to the program director so they can complete the eligibility application process for submission to CDR (Commission on Dietetics Registration). The program director will provide each student with the Student Exit Packet which has instructions on the examination application process. Upon completion and verification of all program/degree requirements, the program director will submit the graduate’s data electronically to the CDR. About 2-3 weeks after the graduate data is sent to CDR, the graduate should receive information from CDR on how to make an appointment to take the national DTR exam. In addition, students will be provided 3 original Verification Statements for their records to provide, upon request, to prospective employers, the licensure board and to the Academy for membership if asked.

Other Policies and Guidelines

Student ‘AND’ (Academy of Nutrition and Dietetics) membership.
All students who enroll in DIE 2000 must join the Academy of Nutrition and Dietetics as a Student and the cost is the student’s responsibility. Information pertaining to this will be distributed in DIE 2000. Proof of membership will be collected in DIE 2000 according to the class schedule. After the 1 year of membership, it is your choice as to continue membership or not.

Nutrition & Dietetics Club.
All students who enroll in DIE 2000 must join the Student Government Association club for Dietetics. A one-time membership fee of $10.00 will be the students’ responsibility and information pertaining to this will be distributed in DIE 2000. You must maintain good standing membership during your tenure as a Dietetic Technician student. Failure to do so will result in dismissal from the program.

Attendance and Grading Policy.
Students are required to attend class regularly and punctually. If students miss classes, regardless of the cause, their opportunities for leaning and academic success will be adversely affected. The syllabus for each course contains the instructor’s attendance and grading requirements. It is the student’s responsibility to read the syllabus, comply with the instructor’s policies, and arrange to make up work missed because of absence or lateness. If students stop attending class, they will be assigned a letter grade unless they complete and submit a withdrawal form by the deadline published in the current catalog and credit course schedule. Students receiving financial aid are advised to discuss the impact of not attending classes on their financial aid or veterans benefits.
POLICIES AND PROCEDURES

Grade Appeals
(HCC student handbook)
This procedure establishes guidelines by which a student can dispute the process in which a grade was determined, if the student believes that the grade has been awarded in error or if the student believes that the grade was prejudicially or capriciously awarded.

Student Code of Conduct and Student Discipline
(HCC student handbook)

Equal Access/Equal Opportunity and Educational Equity
(HCC student handbook)

Additional Practicum Policies and Guidelines

Dress Code.
In order to promote a professional image, the Dietetic Technician Student is required to wear professional attire. Students should HCC Dietetic Technician Student patches at all times within practicum sites. These can be purchased at the HCC bookstore. Food Practicum sites may require additional uniform supplies and footwear. Clinical practicum sites will require the purchase of a white lab coat with the HCC student patch attached. All uniform and supplies are the responsibility of the student. Students should wear closed-toe, comfortable footwear, professional dress, with the moderate use of makeup, jewelry, and perfume.

Practicum Evaluation.
Successful completion of practicums requires:
1. Completion of all scheduled hours.
2. Completion of all objectives and assignments within established levels of performance.
3. Satisfactory evaluation from facility preceptor and supervising faculty member.
Performance is formally assessed during and at the conclusion of each practicum by the preceptor, program director and clinical practicum supervisor. The evaluation and unit assignments will then be given to the Program Director who will review all material when turned in with the portfolio. The Program Director will review any major areas in need of attention with the student. Informal assessment and feedback will be given to students by preceptors throughout the practicum and by the practicum coordinator as needed. Further practicum instructions are given to students upon enrollment in such practicum.
Policies and Procedures

Practicum Schedule
1. It is the responsibility of the Program Director and Clinical Practicum Coordinator to develop the master schedule for practicums with consideration of preceptor’s schedule, student academic schedule and holidays. The master schedule is subject to change.
2. Unless otherwise scheduled or determined by the practicum instructor, the dietetic technician practicum will consist of a two, 6-hour days each week. This provides a total of 180 hours of supervised practice per practicum and 540 hours total.
3. In the event of illness, the dietetic technician student will be responsible for notifying the practicum coordinator and preceptor prior to the beginning of the rotation of duty.
4. In the event of illness in excess of 2 days, a doctor’s certification verifying the illness and specifying clearance to return to rotation duty will be required.
5. In the event that an absence interferes with successful completion of any experience objective, that time and any missed assignments must be rescheduled and completed at the discretion of the practicum instructor and the staff preceptor. Absences due to illness greater than 2 days must be made up.
6. Tardies are not acceptable and may lead to disciplinary action.

Servsafe
All Dietetic Technician Students must be Servsafe Certified in order to enroll in practicum. This certificate is obtained in FOS 1201 (Sanitation & Safety Management)

Facility/Preceptor Evaluation
At the end of each practicum rotation, the dietetic student will complete a practicum and preceptor evaluation. This process evaluates the preceptor’s and practicum site’s ability to meet the prescribed competencies for the unit. Results from the faculty/rotation evaluations are kept confidential. Information from this evaluation is used by the Dietetic Technician Program Director to make positive changes in the program. You will also be evaluated by the facility and this will count towards your grade and completion of your practicum obligations.
I, ________________________________, have received and understand the Dietetic Technician Program Handbook.

I agree with all policies and procedures within. I understand if there are any changes in the program’s policies throughout the semester, I will receive an addendum.

STUDENT SIGNATURE:

___________________________________________________________

PROGRAM MANAGERS SIGNATURE:

_____________________________________________________________