



# *Cox COLLEGE*

## **Nutrition Diagnostics Department**

### **Student Handbook**

**2022-2023**

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Welcome to Cox College and the Nutrition Diagnostics Department!

This student handbook contains information that is important for your success in the Master's in Nutrition Diagnostics/Dietetic Internship (MND/DI) and the Nutrition Diagnostics Dietetic Internship (ND-DI) programs. It is essential that you are aware of policies, procedures, and expectations. Students are responsible for the contents; it is strongly suggested you familiarize yourself with all sections. Many sections will be addressed during program orientation, and you will be asked to sign a verification of understanding indicating that you have read and understood the contents contained in the handbook.

*The Nutrition Department reserves the right to change the contents of this document if there is a relevant need to warrant a change.*

Cox College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, <https://www.hlcommission.org>

Cox College is a single purpose specialized private college and affiliate of CoxHealth. The college provides integrated, comprehensive educational programs that prepare graduates for a changing health care environment.

### **Mission Statement**

Cox College is committed to excellence by meeting the educational needs of students and the health care community.

### **Vision Statement**

Cox College: Leaders in health care education.

### **Values**

1. Student First
2. Highest Quality
3. Communication
4. Nothing is Impossible
5. Lifelong Learning

## Table of Contents

<b>Nutrition Diagnostics Programs Overview</b> .....	5
<b>MND/DI Program</b> .....	5
MND/DI as a Cohort Program.....	5
<b>Nutrition Diagnostics Department Mission and Philosophy</b> .....	6
<b>Accreditation Information</b> .....	6
<b>Code of Ethics for the Dietetic Profession</b> .....	6
<b>MND/DI and ND-DI Program Goals and Outcomes</b> .....	8
<b>Program Graduate Competencies</b> .....	8
<b>ACEND Learning Outcome/Competency Requirements</b> .....	8
<b>MND/DI and ND-DI Program Information, Policies, and Procedures</b> .....	11
<b>College Schedule, Holidays and Breaks</b> .....	11
<b>MND/DI Work Schedule</b> .....	11
<b>ND-DI Work Schedule</b> .....	12
<b>Transportation and Travel</b> .....	13
<b>Living Arrangements</b> .....	13
<b>Insurance</b> .....	13
<b>Accidents and Illness</b> .....	13
<b>Drug Testing and Background Checks</b> .....	13
<b>Technology</b> .....	13
<b>Zotero</b> .....	13
<b>Logging Supervised Practice Hours</b> .....	14
<b>Trajecsys</b> .....	14
<b>Alternate Supervised Practice Experiences</b> .....	14
<b>Additional Supervised Practice Experiences</b> .....	14
<b>Supervised Practice Experiences</b> .....	15
<b>MND/DI Required Supervised Practice Hours</b> .....	15
<b>ND-DI Required Supervised Practice Hours</b> .....	16
<b>Study Guides</b> .....	16
<b>Clinical Fact Sheets</b> .....	16
<b>General Guidelines for Writing</b> .....	16
<b>Evaluation</b> .....	16
<b>Grading Philosophy</b> .....	17
<b>Student Learning</b> .....	17
<b>Testing</b> .....	17

<b>ND Department Grading Scale.....</b>	<b>17</b>
<b>MND/DI Progression .....</b>	<b>18</b>
<b>MND/DI Successful Completion.....</b>	<b>18</b>
<b>ND-DI Progression .....</b>	<b>18</b>
<b>ND-DI Successful Completion .....</b>	<b>19</b>
<b>Verification Statements.....</b>	<b>19</b>
<b>Expected Behavioral Standards .....</b>	<b>19</b>
<b>Leave of Absence (from the department and college).....</b>	<b>23</b>
<b>Email/Professional Electronic Communication .....</b>	<b>23</b>
<b>HIPAA .....</b>	<b>24</b>
<b>Communication Devices.....</b>	<b>25</b>
<b>Student Employment.....</b>	<b>25</b>
<b>Communication of Policy/Program Changes .....</b>	<b>25</b>
<b>Student Remediation Process .....</b>	<b>26</b>
<b>American Psychological Association (APA) Guidelines .....</b>	<b>28</b>
<b>Privacy of Information/FERPA.....</b>	<b>28</b>
<b>Nondiscrimination/Harassment Policy .....</b>	<b>28</b>
<b>Accommodations.....</b>	<b>28</b>
<b>Withdrawal .....</b>	<b>28</b>
<b>Blood/Body Fluid Exposure or Other Injury .....</b>	<b>28</b>
<b>COVID-19 Information.....</b>	<b>29</b>
<b>Appendices .....</b>	<b>29</b>
Cox College MND/DI and ND-DI Attendance Guidelines and Procedure.....	29
Cox College Nutrition Diagnostics Department Professional Impairment Procedure .....	32
Cox College Nutrition Diagnostics Department Dress Code.....	34
Cox College Nutrition Diagnostics Department Discipline/Termination Process .....	36
Nutrition Diagnostics Department Student of Concern Process .....	38
Nutrition Diagnostics Department Student of Concern Form and Progress Report.....	39

## **Nutrition Diagnostics Programs Overview**

### **MND/DI Program**

The Cox College MND/DI has a nutrition diagnostics concentration. Over the course of 22 months (including one summer term), students who have completed a bachelor's degree and have met the requirements of the Didactic Program in Dietetics will complete master's coursework, along with supervised practice experiences necessary to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration. Successful completion of this program and the registration examination meet the requirements to become a Registered Dietitian (RD), as well as a master's trained clinical nutrition practitioner.

The program, which follows the Cox College academic calendar, spans 22 months (including one summer term), is based in the Southwest Missouri region, and offers experiences in medical nutrition therapy, community nutrition, and food service/clinical management dietetics. Most rotations are completed in CoxHealth facilities in Springfield with the remainder assigned to facilities in Springfield and the Southwest Missouri region. Throughout the program, students meet regularly with preceptors and college faculty to discuss program progress. Course grades, along with rotation projects and evaluations serve as assessment tools.

### ***MND/DI as a Cohort Program***

The Cox College MND/DI cohort program is designed for students to gain supervised practice experience and complete graduate courses as a community of learners. The support gained by these experiences leads to academic success, as well as higher retention/increased likelihood of program completion. The cohort of students will start at the same time and graduate at the same time, completing requirements for supervised practice and the graduate program in a 22-month time frame. At that time, all students will receive the AND Verification Statement (indicating eligibility to sit for the Registration Examination for Dietitians) and the Master's degree in Nutrition Diagnostics.

All students will take the same courses at the same time, as well as complete the supervised practice rotations in the same time frame. Cohort status will be lost if the student drops out or does not maintain progression requirements (see details in the Progression Section). The student may be given the option to restart as a student in a subsequent cohort. Students have to comply with standards of academic honesty and accomplishment. Failure to show academic progress, violations of institutional and program policies including academic honesty policies, and failure to meet financial obligations are all grounds for dismissal from the cohort. In such instances of involuntary dismissal, tuition will be forfeited.

### **ND-DI Program**

The Cox College ND-DI has a nutrition diagnostics concentration. Over the course of a ten-and-a-half-month period, students who have completed a bachelor's degree and have met the requirements of the Didactic Program in Dietetics will complete 12 hours of graduate credit, along with supervised practice experiences necessary to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration. Successful completion of this program and the registration examination meet the requirements to become a Registered Dietitian (RD).

This non-degree seeking program, which follows the Cox College academic calendar, spans 10.5 months, is based in the Southwest Missouri region, and offers experiences in medical nutrition therapy, community nutrition, and food service/clinical management dietetics. Most rotations are completed in CoxHealth facilities in Springfield with the remainder assigned to facilities in Springfield and the Southwest Missouri region. Throughout the program, students meet regularly with preceptors and college faculty to discuss program progress. Course grades, along with rotation projects and evaluations serve as assessment tools.

The Cox College ND-DI follows a modified cohort model and is designed for students to gain supervised practice experience and take graduate courses as a community of learners. The support gained by these experiences leads to academic success, as well as higher retention/increased likelihood of program completion. The cohort of students will start at the same time and graduate at the same time, completing requirements for supervised practice and the graduate coursework in a 10.5-month time frame. At that time, all students will receive the AND Verification Statement (indicating eligibility to sit for the Registration Examination for Dietitians).

All students will take the same courses at the same time, as well as complete the supervised practice rotations in the same time frame. The 12 graduate credits taken by the ND-DI students will be taken at the same time as the first year MND/DI students.

**Note:**

- The program does not accept Prior Learning - courses or supervised practice experiences.
- Changing program tracks is not allowed. Once a student begins a program track (the MND/DI or the ND-DI), the student must remain in that program and is not eligible to change programs.

**Nutrition Diagnostics Department Mission and Philosophy**

**Mission** - The Cox College Master's in Nutrition Diagnostics/Dietetic Internship and Nutrition Diagnostics Dietetic Internship are dedicated to excellence in the preparation of competent entry-level registered dietitian nutritionists committed to serving their communities, their profession, and to transforming the future of nutrition in healthcare.

**Philosophy** – structure a learning environment to promote critical thinking and inquiry, self-improvement, self-reliance, collaboration, and lifelong learning.

**Accreditation Information**

**The Academy of Nutrition and Dietetics (AND) & ACEND**

AND, the professional organization for dietetic practitioners, is committed to improving health and advancing the profession of dietetics through research, education, and advocacy.

AND Vision — A world where all people thrive through the transformative power of food and nutrition.

AND Mission — Accelerate improvements in global health and well-being through food and nutrition.

Dietetic Internship programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which evaluates program compliance based on the Standards of Education. ACEND is recognized as the accrediting agency for Dietetic Education programs by the Council of Postsecondary Accreditation and the U.S. Department of Education. The Commission on Dietetic Registration (CDR) is the credentialing agency for AND. CDR determines standards for eligibility to write the registration examination. Present standards are: academic preparation, supervised practice, and confirmation of academic and practice requirements by verification statement. Near the end of the MND/DI program, you will receive the materials and information needed to make an application to write the AND registration examination and fulfill the requirements for Missouri Licensure for Dietitians. Licensing of dietitians is a relatively recent trend which is being pursued on a state-by-state basis. Missouri began licensing dietitians in 2002.

**Accreditation Status**

The program has received accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6995, 800/877-1600, ext. 5400, [ACEND@eatright.org](mailto:ACEND@eatright.org), and The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

**Code of Ethics for the Dietetic Profession**

Revised June 2018

Preamble: When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts. The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's

roles and conduct. All individuals to whom the Code applies are referred to as “nutrition and dietetics practitioners”. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

#### Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
  - a) Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
  - b) Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
  - c) Assess the validity and applicability of scientific evidence without personal bias.
  - d) Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
  - e) Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner’s expertise and judgment.
  - f) Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
  - g) Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
  - h) Practice within the limits of their scope and collaborate with the inter-professional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:
  - a) Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
  - b) Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
  - c) Maintain and appropriately use credentials.
  - d) Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
  - e) Provide accurate and truthful information in all communications.
  - f) Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
  - g) Document, code and bill to most accurately reflect the character and extent of delivered services.
  - h) Respect patient/client’s autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
  - i) Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).
3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:
  - a) Participate in and contribute to decisions that affect the well-being of patients/clients.
  - b) Respect the values, rights, knowledge, and skills of colleagues and other professionals.
  - c) Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
  - d) Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
  - e) Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
  - f) Refrain from verbal/physical/emotional/sexual harassment.
  - g) Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
  - h) Communicate at an appropriate level to promote health literacy.
  - i) Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice) Nutrition and dietetics practitioners shall:
  - a) Collaborate with others to reduce health disparities and protect human rights.
  - b) Promote fairness and objectivity with fair and equitable treatment.

- c) Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d) Promote the unique role of nutrition and dietetics practitioners.
- e) Engage in service that benefits the community and to enhance the public's trust in the profession.
- f) Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public

### **MND/DI and ND-DI Program Goals and Outcomes**

The MND/DI and ND-DI programs at Cox College have defined the following programmatic goals and outcomes to measure program effectiveness:

Prepare graduates to become competent entry level dietitians

- The program's one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- 80% of employers will rate graduate preparation for the profession as adequately or well prepared
- 90% of students will complete the program within 2 years and 9 months (planned program is 22 months) – MND/DI; 90% of students will complete the program within 15 months (planned program is 10.5 months) – ND-DI

Develop skills in the nutrition diagnostic approach to the practice of clinical nutrition

- 80% of employers will rate graduate practice experiences in nutrition diagnostics as adequate or very adequate
- 80% of graduates will rate preparation in nutrition diagnostics as adequate or well prepared
- Over a 5-year period, 70% of graduates seeking gainful employment in dietetics will find employment within 12 months of program completion

Prepare graduates to effectively utilize current and pertinent scientific literature in practice as a clinical nutrition practitioner

- 80% of employers will agree/strongly agree that graduates are able to incorporate scientific research in their clinical practice
- 80% of graduates will agree/strongly agree that they feel competent to evaluate and incorporate current and relevant literature in their clinical practice
- 25% of graduates will pursue advanced/specialty positions/certifications or further graduate education over a 5-year period

Support the need for clinical nutrition practitioners in southwest Missouri and the Midwest region.

- 25% of graduates will seek employment in southwest Missouri or the Midwest region
- 90% of students will complete the program within 2 years and 9 months (planned program is 22 months) – MND/DI; 90% of students will complete the program within 15 months (planned program is 10.5 months) – ND-DI
- The program's one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- Over a 5-year period, 70% of graduates seeking gainful employment in dietetics will find employment within 12 months of program completion

### **Program Graduate Competencies**

In addition to programmatic outcomes, the MND/DI and ND-DI have designed a curriculum to prepare the student for practice by achieving the ACEND Learning Outcome/Competency Requirements and the Nutrition Diagnostic program concentration competencies. These competencies are outlined below.

### **ACEND Learning Outcome/Competency Requirements**

Revised 2022

Upon completion of the supervised practice component of dietitian education, each graduate's capabilities will include the following core learning outcomes/competencies.



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

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

***Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.***

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

***Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.***

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4. Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

### ***MND/DI Program Concentration Outcome/Competency Requirements***

In addition to the core learning outcomes, the Cox College MND/DI has adopted the following Nutrition Diagnostic learning outcomes/competencies:

MND/DI 5.1: Consider the interrelationships of nutrition with biochemical, physiological and anatomical changes associated with acute, chronic, and terminal illness to determine nutrition diagnoses & etiologies, macro/micronutrient needs and formulate appropriate medical nutrition therapy plans utilizing Kight's NCP, the 5 axes of evidence & Nutrikinetic/Nutriodynamic modeling

MND/DI 5.2: Utilize assessment techniques (including NPE, body composition/ changes, ADLs as appropriate) to evaluate physiologic, pathophysiologic, and functional status to determine nutritional status of patients across a myriad of settings

MND/DI 5.3: Perform Nutrition Focused Physical Exam (NPE) to assess nutritional status and identify:

- a. protein calorie malnutrition
- b. micronutrient based lesions

### ***ND-DI Program Concentration Outcome/Competency Requirements***

In addition to the core learning outcomes, the Cox College ND-DI has adopted the following Nutrition Diagnostic learning outcome/competency:

The Nutrition Diagnostic Dietetic Internship concentration for the DI is designed to meet the following competencies:

ND-DI 1.1: Consider the interrelationships of nutrition with biochemical, physiological and anatomical changes associated with acute, chronic, and terminal illness to determine nutrition diagnoses & etiologies, nutrient needs, and formulate appropriate medical nutrition therapy plans utilizing Kight's NCP and the 5 axes of evidence.

ND-DI 1.2: Utilize assessment techniques (including NPE, body composition/ changes, ADLs as appropriate) to evaluate physiologic, pathophysiologic, and functional changes to determine nutritional status and identify protein calorie malnutrition using evidenced based criteria/standards.

Program outcome data is measured and shared within the college via the college assessment process. The college also shares some outcomes on the college website (pass rates, retention rates). This data is available to students upon request.

### ***MND/DI and ND-DI Program Information, Policies, and Procedures***

#### ***College Schedule, Holidays and Breaks***

Both programs follow the college academic schedule. Refer to the published Cox College Academic Calendar for specific information regarding semester start and end dates, breaks, and holidays. Time lost due to illness, emergencies, and inclement weather must be made up in order to complete the required hours of supervised practice. **All absences must be reported by phone or email to the Cox College ND Director, faculty, and your current preceptor in the supervised practice facility to which you are assigned.** Exceptions will be made only for just cause and with the approval of the ND Director and the cooperating facility.

#### ***MND/DI Work Schedule – supervised practice and courses***

Hours of work and days off are scheduled by the preceptor to whom the student is assigned. Experiences are required that occur during nights and weekends. It is expected that the student will be available to attend all supervised-practice experiences offered to them.

Below is a rough guide to the “typical work week” for students in the MND/DI program, however, is subject to change

**Year 1 - Fall:**

- Laboratory & simulation experiences will occur during this semester; some of these experiences will occur in a classroom setting; 6 hours of lab experiences will occur each week
- Classroom time: 12 hours per week
- Additional projects that count towards supervised practice may be required and will vary by semester

**Year 1 - Spring:**

- Supervised practice experiences: average 32 hours per week
- Classroom time: 6 hours per week
- An additional 6 hours per week are associated with laboratory experiences
- Additional projects that count towards supervised practice may be required and will vary by semester

Note that time will need to be spent in the evenings and on the weekends to complete, projects, coursework, and/or special events and activities

**Summer:**

- Supervised practice experiences: average 40 hours per week for at least 6 consecutive weeks.
- An additional 3 hours per week are associated with laboratory experiences
- Additional projects that count towards supervised practice may be required and will vary by semester

**Year 2 (Fall and Spring)**

- Supervised practice experiences: 32 hours per week (includes some weekends)
- Classroom time: 6 hours per week
- An additional 6 hours per week are associated with laboratory experiences
- Additional projects that count towards supervised practice may be required and will vary by semester

Note that time will need to be spent in the evenings and on the weekends to complete projects, coursework, and/or special events and activities

**ND-DI Work Schedule – *supervised practice and courses***

Hours of work and days off are scheduled by the preceptor to whom the student is assigned. Experiences are required that occur during nights and weekends. It is expected that the student will be available to attend all supervised-practice experiences offered to them. Below is a rough guide to the “typical work week” for students in the ND-DI program, however, is subject to change

The work week in the program during both the fall and spring semesters is as follows.

**Fall & Spring Semesters:**

- Supervised practice experiences: average 32 hours per week
- Classroom time: 6 hours per week
- Research Experience: ~80 hours over the course of the Spring semester
- Additional projects that count towards supervised practice may be required and will vary by semester

Note that time will need to be spent in the evenings and on the weekends to complete projects, coursework, and/or special events and activities

**Summer:**

- The summer session will consist of four, 40-hour weeks of supervised practice experiences

## Transportation and Travel

Supervised practice facilities are located throughout southwest Missouri including Springfield, Branson, Joplin, and Monett. The faculty will attempt to ensure no one student has an inequitable amount of travel, however it is unavoidable at times based on preceptor/supervised practice site location and availability. Students are responsible for their own transportation to and from all assigned facilities and experience sites. The college is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance.

## Living Arrangements

Students are responsible for their own housing throughout the program.

## Insurance

Students are encouraged to have health insurance coverage. The college does not provide this insurance. The college is, however, self-funded for general liability and professional liability. This coverage is in effect when students are performing duties as part of their supervised practice experiences at outside facilities

## Accidents and Illness

Supervised Practice experience facilities are not responsible for care for non-work-related accidents or illnesses. If you are injured or develop a work-related illness in a clinical facility, emergency treatment will be provided by the facility. Plans for extended care, if necessary, will be developed by the college and you and your family. Absences due to illness or other reasons will be considered on an individual basis. Refer to the *Attendance Guidelines and Procedure* in the Appendix for details. Schedule adjustments will also be addressed on an individual basis, with the goal to meet all program requirements for supervised practice experiences and coursework.

## Drug Testing and Background Checks

Final admission to the program is contingent upon passing a drug test. Positive results on the drug screening may result in a student's acceptance into the program being denied or rescinded.

All students are expected to remain drug-free and in a suitable physical and mental condition for the learning environment. Students suspected of being under the influence of drugs or alcohol will be removed from the college or clinical environment, placed on temporary suspension, and evaluated, which will include drug testing. A copy of this policy is provided to all students during college orientation. Additional copies are available in the Academic Resource Center (ARC).

Students applying to any certificate or degree program are subject to a background check. This process is required prior to program admission and the results remain confidential. Prior criminal incidents will be reviewed and may result in denial of full acceptance/onboarding into the program.

## Technology

The ND Department **requires** that each student have a Windows or Mac laptop, as well as a printer with scanner outside of the college. Access to a scanner is required, as it is the student's responsibility to upload various documents to Canvas throughout the program. It is not the college's responsibility to print or copy documents that the faculty may send to you via e-mail attachments or use in the classroom. It is the student's responsibility to be able to send/receive e-mails with attachments and operate basic computer software such as Word, Excel, and PowerPoint. The college will provide you with an email account free of charge. **All computers must have an up-to-date active antivirus program in place to prevent sending viruses.** The recommended minimum computer specs are found here:

<http://coxcollege.edu/online-technical-requirements/>

## Zotero

The program utilizes an electronic reference manager that is a fully searchable library. Each course has private shared reading lists, references, or full-text articles. The above technology requirements allow students to access and use the application on their laptops. Zotero also has mobile apps for iPad, iPhone, and Android, allowing the student to access his/her Zotero library, read and annotate PDFs, and keep everything in sync across all devices. It is the responsibility of the student to properly upload any required documents, with submission of all necessary details for citations, etc. Group access to all references will be lost at the conclusion of the program. Students are not to download documents stored in Zotero for personal use outside of class activities/projects.

## Logging Supervised Practice Hours

Supervised practice hours must be accurately documented to ensure students are meeting the program's requirements for completion. The supervised practice hour requirement for each semester will be provided.

The discussion regarding what constitutes supervised practice activities is outlined elsewhere in the student handbook.

The methods of documenting supervised practice hours include the following:

- Trajecsyst
- Alternate supervised practice experiences tracking form
- Additional supervised practice activity tracking form

## Trajecsyst

Trajecsyst is a clinical recordkeeping system that allows students to track clinical supervised practice activities. Preceptors fill out clinical evaluations and approve time records of students. Faculty can track overall progress and total supervised practice hours to ensure that students are on track to meet the program requirements. There is a fee for this service.

**Student responsibilities.** The student is responsible for logging in and out each day using Trajecsyst. You must be present on a network computer at your rotation site. *You may not use your cell phone to clock in or clock out* (exception below). Note that you are scheduled for 8.5 hours each day (30 minutes for lunch), or 34 hours total each week.

If the preceptor asks you to work on a project outside of the clinical site, you may clock in & out using your mobile device.

Below are some additional rules/guidelines

- Do not count drive time from home to work or from work to home. If travel is required *during* the scheduled rotation, you do not need to clock out for this.
- If your day is segmented, note that you may clock in and out of a rotation more than once. For example, clock in 0700, clock out 1030, clock in 1430, and clock out 1730.
- You may not be clocked into multiple sites at one time. The system will recognize and refuse to approve those hours.
- Do not clock out for lunch.
- If you forget to clock in or out (this should be rare), you may create a time exception in Trajecsyst. The rate of time exceptions is carefully monitored and may result in lost supervised practice hours.
- Use a 24-hour clock (i.e., military time). Example: 2:30 pm should be logged as 1430
- Be sure you are clocking into the correct site. For all scheduled rotations, you should log into a dedicated location site. If you pick the wrong site, the preceptor cannot approve your hours. While correctable, it is challenging/time-consuming to fix these types of mistakes.
- All hours are approved by the clinical preceptor at your rotation.
- It is the student's responsibility to ensure that he/she is on track to meet the supervised practice hour requirement of the program. Forms will be provided to clearly express the requirements of each semester.

## Alternate Supervised Practice Experiences

While most of the supervised practice hours come in the form of direct experiences, there are also alternate activities that are planned throughout the program and count towards your supervised practice total. Simulation, case studies, and role-playing are examples of these experiences and may or may not be associated with laboratory courses. These experiences are not tracked through Trajecsyst, but on a paper form (Alternate Supervised Practice Hours Tracking Form) that will be provided during the program.

## Additional Supervised Practice Experiences

In addition to the scheduled supervised practice experiences, there are also several "outside" activities that students are required to participate in. Some of these activities are outlined elsewhere in the student handbook. The supervised practice hours gained from these activities should be captured on the *Additional Supervised Practice Activity Tracking Form* and be kept in your supervised practice notebook. It is the student's responsibility to ensure that this form is filled out and all activities have been approved by the supervising preceptor. We suggest scanning the form periodically in case it is lost or destroyed.

## Supervised Practice Experiences

Community experiences involve visiting sites throughout the southwest Missouri area. Traveling is required in this experience. Frequently you will be required to eat meals served at the sites. As a visitor, meals will be an expense for you.

Foodservice/clinical management consists of experiences in food service systems in medical facilities in the Southwest Missouri area. Traveling to the sites is required, as is paying for meals.

Medical nutrition therapy consists of supervised clinical experiences in assessing, implementing, and evaluating nutritional care of patients in a variety of clinical settings; biological basis of medical, drug, and diet therapy for selected pathologies; consideration of factors in planning and conducting nutritional care of patients. Rotations are located in Springfield and the southwest Missouri area. Traveling is required in this experience, along with payment for meals.

All supervised practice experiences take place at facilities that have contracted with Cox College. No student may choose their own site; placement is at the discretion of the program's clinical faculty and dependent upon facility/site availability. Students are responsible for bringing the appropriate documents and resources to the assigned site, and for ensuring evaluations are submitted and hours are logged and approved.

*Definition of Supervised Practice Experiences by ACEND:*

### Supervised Practice

Supervised practice is defined as hours spent in activities in work environments under the guidance and oversight of a qualified practitioner designated as a preceptor, where students prepare for and perform specific responsibilities done by the preceptor. **Learning activities performed by interns that are not typically performed as part of the preceptor's work responsibilities, such as writing papers, completing a study guide, or doing other homework, should not be counted towards fulfilling supervised-practice hours.**

Real-life activities in actual work environments are preferred to role-playing, simulations, case studies, or other experiences; however, when real-life activities are not available; when real-life activities may endanger students, patients, or clients; or when students need additional practice to develop knowledge and skills; supervised practice hours may be substituted with hours of role-playing, simulations, case studies, or other experiences where students perform work-related tasks that contribute to the acquisition of desired competencies.

ACEND encourages programs to provide statistically valid research data comparing the effectiveness of real-life activities to role-playing, simulations, case studies or other experiences used to develop knowledge, skills and professional attitudes.'

The ND Department considers all supervised practice experiences as those that the student completes and participates in as part of the ACEND and program competencies. As the program views these experiences as part of the overall learning experience provided by the program in an academic setting, there is no compensation for any services provided by students. The intent of the ND Department is to provide relevant learning experiences in the context of the workplace. The student is not placed in a situation where he/she is replacing an employee in their absence. Student experiences do include the replacement of an employee as an opportunity to gain responsibility and experience the role of a practicing RD without direct supervision. The RD remains available and has oversight and ultimate responsibility for the care or activities delivered by the learning student.

It is the responsibility of the student to track and submit the supervised practice hours as per directed by the clinical faculty.

### MND/DI Required Supervised Practice Hours

The Cox College MND/DI requires a minimum of 1216 total hours over the length of the program.

*Note: These hours are estimated and are subject to change.*

In addition, students are required to attend meetings of the Southwest Missouri Academy of Nutrition & Dietetics; attendance **does not** count towards supervised practice hours but meets competency *CRDN 2.9*.

### Additional Supervised Practice Experiences Not Part of a Course

Students are required to participate in several additional supervised practice experiences (ex: Dining for Diabetes) that are not associated with a course, however, will fulfill the competencies and hours needed for ACEND requirements. This

may include some required events that do not fit into the typical workday or work week. More information on these mandatory experiences will be provided to you throughout the program. In addition, there are a number of optional and unplanned events that occur during the year that the student can participate in and count as supervised practice hours.

### **ND-DI Required Supervised Practice Hours**

The Cox College ND-DI requires a minimum of 1216 total hours over the length of the program.

*Note: These hours are estimated and are subject to change.*

In addition, students are required to attend meetings of the Southwest Missouri Academy of Nutrition & Dietetics; attendance **does not** count towards supervised practice hours but meets competency *CRDN 2.9*.

### **Additional Supervised Practice Experiences Not Part of a Course**

You are required to participate in several additional supervised practice experiences (ex: Dining for Diabetes) that are not associated with a course but will fulfill competencies and hours needed for ACEND requirements. This may include some required events that do not fit into the typical workday or work week. More information on these mandatory experiences will be provided to you throughout the program. In addition, there are a number of optional and unplanned events that occur during the year that the student can participate in and count as supervised practice hours.

### **Study Guides**

Study guides specific to a rotation may be required. These are located in the appropriate Canvas cohort course. The student must do their own work, every answer must be filled out and the source referenced using APA.

### **Clinical Fact Sheets**

Fact sheets for specific patient populations will be provided in your supervised practice notebook to help you be successful in your rotations. You will be responsible for knowing the information contained on these fact sheets and successfully pass a quiz in Canvas.

### **General Guidelines for Writing**

The ND Department requires APA Style 7<sup>th</sup> ed. for most submitted written work. See Cox College Library Canvas page for helpful sources in using APA 7<sup>th</sup> ed.

### **Evaluation**

Evaluation continues throughout your professional career. You will have the opportunity to develop skills in self-evaluation during your class work and planned experiences. Students and preceptors in the facilities participate in the performance evaluation conferences scheduled on a regular basis during and at the end of rotations in the various practice sites. The conferences identify areas of strength and areas lacking preparation and experience. Conferences should be viewed as positive opportunities for feedback to encourage continued growth and performance of dietetic practitioner skills.

Students are to discuss self-evaluations prior to the rotation evaluation with the preceptor. Evaluation sessions should include discussion of both the preceptor and student assessment of performance with clear identification of strengths and areas for needed growth and improvement. This will assist in identifying, for both student and preceptor, areas to emphasize in further skill development. This, along with the Passport Evaluation, should be a component of orientation to the rotation on the first day of a new rotation. Evaluations should be completed at the end of most rotations.

Formative evaluation is completed by the ND Director, clinical faculty and preceptor whenever possible. Ongoing evaluation using input from the student and preceptor occurs at regular intervals throughout the program. The ND Director and the clinical faculty presence in the practice facilities and/or community experiences provide first-hand knowledge of the student's performance. Such issues as attitude, responsibility, accountability and interactions with peers, facility employees, and preceptors are monitored and assessed routinely. Evaluation also occurs routinely via each of the didactic courses. Each course syllabus indicates how and when formal evaluation will occur.

College policy dictates that the students are informed of the evaluation procedures at the beginning of each rotation. Records of all graded/evaluated work will be retained by the preceptors and/or college.



## Grading Philosophy

The overarching program goal is to provide the didactic knowledge and clinical experiences that serve as a strong foundation for nutrition diagnostic practitioners. In providing these experiences, the accepted and standard approach to determining whether the coursework and experiences have achieved an acceptable level of mastery is via awarding grades. Grades are earned by various assignments, quizzes, projects papers, presentations, demonstrating certain skills and exams. All course assignments must be completed and submitted to pass the course regardless of whether or not they count towards the final grade. Success in the ND programs has been defined by receiving a “pass” in all supervised practice courses and a cumulative GPA of 2.7 (B- average) in the didactic courses.

The program’s philosophy is for the student to gain the knowledge and skills necessary to achieve success. If the student does not receive a “B-” in a class assignment and/or is not performing at a passing level in practice experiences, the student *may* be required to set up a meeting with the faculty teaching the course to determine the possible problem/s and a plan for remediation. As a benefit to the student, additional assignments, revising and resubmitting previous assessments, retaking quizzes, referral to a Cox College tutor, or taking remediation quizzes are *possible* outcomes to achieve student success. The goal of this philosophy is not to allow continual revising/resubmitting/retaking of assignments/quizzes to a student who intentionally does not follow directions or who displays a lack of motivation, preparation, or effort. The student who continues to display poor academic performance, intentionally not follow directions, or display a lack of motivation, preparation, or effort, may be subject to disciplinary action and/or termination (see Professional Impairment Procedure). Depending on the timing of the assignment or exam that requires revision or amending, the student may receive a grade of incomplete.

## Student Learning

Feedback is a critical component of student learning. Students are encouraged to solicit and positively accept feedback, either critical or of praise. Both formative and summative assessment of student learning occurs in the program.

Assessment occurs both in the classroom and in supervised practice sites. Assessment methods in the classroom include grades on course assignments, quizzes, and exams. Verbal feedback and written feedback will be provided during and at the end of each supervised practice experience.

## Testing

Periodic testing to evaluate learning and to prepare students for the AND Registration Exam will occur. Quizzes and exams will also be utilized in the classroom and in rotations to evaluate learning. Adequate mastery of the material is required prior to rotation and course completion. Students will also complete a series of exams utilizing the college online platform to assist in preparation for the RD exam.

For online tests and quizzes, the program uses Respondus Lockdown Browser to ensure the identity of the student taking the exam.

## ND Department Grading Scale

The Cox College grading scale is a 10-point scale. Grades are not rounded up.

Grade	Quality Points	Grading Scale
A	4.0	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.0	85-86%
B-	2.7	80-84%
C+	2.3	77-79%
C	2.0	75-76%
C-	1.7	70-74%
D+	1.3	67-69%
D	1.0	65-66%
D-	0.7	60-64%
F	0.0	59-0%

P/F= Clinical Labs

### **MND/DI Progression – Coursework (Didactic and Supervised Practice)**

1. The student must achieve a final grade of 70% or higher in each course and receive a “pass” in pass/fail courses. Failure to meet these criteria results in loss of cohort status and dismissal from the program.
2. The student must achieve a cumulative GPA of 2.7 or higher for successful completion of the program.
  - a. If a student has a cumulative GPA of less than 2.7 in any given semester, the student will be placed on academic probation for one semester to bring the cumulative GPA to 2.7 or higher.
  - b. If GPA does not improve to 2.7 or higher in the succeeding semester, cohort status may be lost, and the student may be dismissed from the program.
3. Failure to pass supervised practice courses also results in loss of cohort status and program dismissal.

\*The student may be given the option to restart as a student in the next cohort, with permission of the MND program faculty. In order to achieve progression (see MND/DI progression), courses with an earned grade of 79% or less and/or ‘fail’ in the supervised practice courses may be required to be repeated.

### **Progression – MND Comprehensive Exams**

The student must successfully pass four, end of semester comprehensive exams (Fall & Spring, Year 1 & 2) that evaluate MND competencies. The student may retake the exam one time. Failure to pass the comprehensive exams may result in loss of cohort status and program dismissal.

### **MND/DI Progression – ACEND & Nutrition Diagnostic Competencies**

The student must successfully meet the ACEND required learning outcomes/competencies that reflect the minimal level of expertise that is required for entry-level level practice. In addition, the student must also be competent in Nutrition Diagnostics as reflected in program-specific competencies. The competency passport can be found in Canvas.

### **MND/DI Successful Completion**

The ACEND competencies reflect the minimal level of expertise the intern must achieve. In addition to the minimal level of expertise required by ACEND, satisfactory performance is required in the following if a student wishes to receive a verification statement and graduate degree from Cox College (verification statement granted upon completion of all the criteria listed below):

- Satisfactory completion of all supervised practice rotations, as evaluated by ND program director, college faculty and preceptors
- Achieving competence in Nutrition Diagnostics as measured by the program concentration specific nutrition diagnostic competencies
- Attendance at all required internship/program meetings, including, but not limited to, Southwest Missouri Academy of Nutrition & Dietetics meetings
- Satisfactory completion of all courses required in the MND/DI plan of study
- Graduate GPA of 2.7 or greater
- Completion of all other degree requirements
- Successful passing of MND Comprehensive Exams

**Note – the maximum time allowed to complete all program requirements (defined above as successful completion) is 5 years.**

### **ND-DI Progression – Coursework and Supervised Practice**

To progress and complete the ND.DI program coursework and supervised practice requirements, students must complete the following:

- Earned grade of 70% or higher in each didactic course
- Cumulative GPA of 2.7 or higher in the required coursework
- Successfully complete the supervised practice experiences

Failure to meet these criteria may result in dismissal from the program.

### ***ND-DI Progression – ND-DI Comprehensive Exams***

The student must successfully pass 2 semester comprehensive exams (Fall & Spring) that evaluate ND-DI competencies. The student may retake the exam one time. Failure to pass the comprehensive exams may result in dismissal.

### ***ND-DI Progression – ACEND & Nutrition Diagnostic Competency***

The student must successfully meet the ACEND required learning outcomes/competencies that reflect the minimal level of expertise that is required for entry level practice. In addition, the student must also be competent in Nutrition Diagnostics as reflected in the program specific competency. The competency passport can be found in Canvas.

### **ND-DI Successful Completion**

The ACEND competencies reflect the minimal level of expertise the intern must achieve. In addition to the minimal level of expertise required by ACEND, satisfactory performance is required in the following if a student wishes to receive a verification statement and graduate degree from Cox College (verification statement granted upon completion of all of the criteria listed below):

- Satisfactory completion of all supervised practice rotations, as evaluated by ND program director, college faculty and preceptors
- Achieving competence in Nutrition Diagnostics as measured by the program concentration specific nutrition diagnostic competency
- Attendance at all required internship/program meetings, including, but not limited to, Southwest Missouri Academy of Nutrition & Dietetics meetings
- Satisfactory completion of all courses required in the ND-DI plan of study as defined by an earned grade of 70% or higher.
- Graduate GPA of 2.7 or greater
- Completion of all other degree requirements
- Successful passing of ND-DI Comprehensive Exams

**Note – the maximum time allowed to complete all program requirements (defined above as successful completion) is 3 years.**

*Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.*

### **Verification Statements**

In order to receive the verification statement, thus eligibility to write the exam, the student must complete all assignments and rotations at the appropriate level of entry-level practitioner competence. This includes successful completion of the objectives for each supervised practice experience and meeting all requirements for the respective program. Upon satisfactory completion of program requirements students will be provided with an AND Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians

### **Expected Behavioral Standards**

#### ***Dress Code and Behavior***

Professionalism is a central concept in nutrition/dietetic practice. In both classroom and clinical settings, professionalism is demonstrated by appropriate behavior and appearance. The sections below provide an overview of expectations. See the *Professional Impairment Procedure* and the *Dress Code Procedure* in the Appendix for additional details.

#### ***General Information***

Professional attire and one's presentation contribute to one's credibility. Students are expected to convey an image of competence, confidence, and professionalism at all times when they are on the Cox College campus and while in all clinical/rotation settings.

#### ***Language***

Words, tone, delivery, and behavior are to be appropriate, nonconfrontational and respectful at all times. The student represents Cox College and CoxHealth in all clinical settings. Attire, appearance, and conduct are to be appropriate and professional at all times.

### ***Appropriate Classroom Attire & Behavior***

Attire is to be appropriate for attending a professional educational setting. Clothing items that have the midriff showing are not appropriate. Hats, sweat suits and warm-ups will not be permitted. Refer to the program *Dress Code* in the Appendix for more details.

### ***Academic and Behavioral Expectations***

Graduate school is demanding. Much of this program is dependent on team-based learning (Sibley & Ostafichuk, 2014), and self-directed learning through doing (Biggs & Tang, 2011). Classes add to the readings and assignments rather than reviewing them. Students are expected to ask questions, find information beyond textbooks, and participate as active learners. Group work is the responsibility of all members; conflict within a group suggests the need for a meeting with the course instructor. Communication between students and teachers is the responsibility of both.

Any student who is having trouble with a course or requires special consideration or assistance is encouraged to seek it in the first week of class or as soon as the need arises. Problems and exceptions should be dealt with in advance and in private. Individualized attention and assistance are available, but you must ask for them.

Students seeking accommodations under Section 504 should contact the Student Resource Center. You may not negotiate accommodations directly with your professors. It is your responsibility to make arrangements in a timely manner for extra time, extra space, or other common accommodations. Forms for accommodations are available in the Student Portal.

Along with the learning and application of theoretical concepts, **development of professional behaviors is a key component of the dietetics curriculum**. Therefore, it is expected that the student will demonstrate professional behaviors in all aspects of the program. Academic integrity and professional conduct are expected of all students. The use of another student's work or the incorporation of work not one's own without proper credit will result in sanctions at the discretion of the PD/instructor/preceptor. Similarly, inappropriate behavior or behavior judged by the PD/instructor/preceptor to be disruptive to the educational environment will not be tolerated.

It is expected that students will:

- a. be prompt and regular in attending classes
- b. be well prepared for class to actively discuss and participate
- c. submit required assignments in a timely manner
- d. carry out assignments or presentations in a professional manner

There is a tremendous amount of challenging content to be covered in the program. You will be best served if you keep current with the readings and participate actively in each of your learning opportunities. It is expected that you will:

- Be on time to class
- Turn off your cell phone during class
- Keep chit-chat to a minimum in class to avoid distraction to others
- Treat your colleagues, preceptors, and the faculty with respect
- Demonstrate ethical and professional behavior in all aspects of the program

Any behavior contradictory to this may result in the removal of the student from the classroom with subsequent additional activities, assignments and/or disciplinary action.

### ***Academic Dishonesty***

All students are expected to consistently exhibit scholastic integrity. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Academic dishonesty is relevant to the evaluation of the students' level of performance and will result in disciplinary action. Dietetics is a profession that upholds the highest standards of integrity and personal ethics (see Code of Ethics section above).

Cox College reserves the right to place on probation, suspend or dismiss students from the college whose conduct or performance is detrimental to the interests of the college or program-specific professions.

**Academic/Scholastic integrity** involves the following behaviors:

- All examinations, quizzes, tests and assignments of any kind are expected to be the work of the student alone (unless otherwise assigned or approved).

- Class settings are maintained to provide an environment conducive to learning where students are responsible for their own behavior and for contributing to the learning environment.
- Students are expected to avoid the appearance of academic dishonesty. This includes cheating, plagiarizing, falsifying, and colluding.

**Cheating** is defined by *The American College Dictionary* as “conducting matters fraudulently or deceitfully, especially for profit of oneself.” This includes, but is not limited, to:

1. any method of cheating on a test by copying from another student
2. possession/using unauthorized material during a test
3. not doing own work or representing another’s work as being original
4. misuse of electronic data sources

**Plagiarizing** is defined by *The American College Dictionary* as “copying or imitating the language, ideas, and thoughts of another author and passing off the same as one’s original work.”

**Falsifying** is defined by *The American College Dictionary* as “to misrepresent, to alter fraudulently, to lie.”

**Colluding** is defined by *The American College Dictionary* as “to act together through a secret understanding for a fraudulent or illegal purpose.”

Any student assignment that is found to violate scholastic integrity will not be tolerated. The student will be placed on disciplinary probation, suspended, or dismissed from the program and the college. **Probation may or may not precede dismissal.**

Students who have knowledge of cheating, plagiarizing, falsifying, or colluding by others and hide such information may be considered guilty of the same offense.

***ALL WORK assigned in the MND/DI and ND-DI is expected to be done by the person to whom the work is assigned.***

### ***Appropriate Clinical Attire & Behavior***

Professional dress is required for all clinical areas. Athletic shoes are not allowed. A clean, non-wrinkled, white lab coat is required in all clinical areas. Refer to the program *Dress Code* in the Appendix and the CoxHealth dress code policy in the MND/DI and ND-DI Canvas course for more details.

Be cognizant of the impact your appearance/dress may have on the client. Avoid dangling jewelry. Piercings should be removed, including those in your mouth. Scarves generally are not appropriate in a clinical setting. Be aware of what happens to your body and dress if you lean over, squat or bend over. Adjust your dress accordingly. Be aware of your body art and how it may affect a client. Piercings, tattoos and other decorative items may serve to set you apart, but they will be viewed differently from a client’s perspective. Covering items is a good way to acknowledge that you have thought about your client and his/her needs first.

When reporting to clinical areas, the student is required to always bring a calculator, note pad and/or clipboard, along with any other items required by the preceptor. The student photo badge is to be worn at all times when on the Cox College campus and when in clinical areas (unless otherwise specified by particular agencies/sites).

Purse and valuables taken to the clinical sites are done so at the students’ risk and the college cannot guarantee safety or return of lost or stolen valuables or personal items. The number of items you can bring to the clinical site varies, due to storage limits. Check with the preceptor for details.

Students are expected to come to the clinical site prepared for discussion and participation. All patient and preceptor interactions, assignments or presentations are carried out in a professional manner. Any behavior contradictory to this may result in the removal of the student from the clinical area with subsequent additional activities, assignments and/or disciplinary action. Any lost time from the clinical areas must be made up at the convenience of the preceptor. See *Attendance Guidelines and Procedure* in the Appendix for further details

### ***Clinical Behavioral Expectations***

Supervised practice experiences are designed to familiarize you with the discipline a variety of setting. These experiences will introduce you to the roles of dietitians and other key practitioners in each setting. These include client observation skills, beginning interviewing skills and development of therapeutic rapport. The preceptor will tailor these experiences

and site objectives to enable each student to gain the most from the learning opportunities in the assigned setting or may decide to replace it with a more relevant learning experience.

Each place is unique and has different things to offer you. Even if you think you NEVER want to work in a similar setting, make the effort to think about the positive aspects of the clients, the professionals, and the setting itself.

You are expected to apply the concepts from your courses while in these supervised practice experiences. In addition, you will be expected to share experiences with your peers so that others may benefit, just as each student will benefit from the experiences and client types that may be available at other sites.

The clinical setting is someone else's workplace. Your professional demeanor, presentation, and your manner of interacting with the staff and completing assignments will reflect a great deal about you personally and the ND Department programs at Cox College. Simply having a pleasant personality and a sense of humor is not enough. You should present a professional appearance and demonstrate the ability to ask appropriate questions at appropriate times, to begin to report findings using appropriate terminology, to behave in a safe, appropriate manner, and to respect the rights and confidentiality of the clients with whom you work. You should not be texting, checking your phone, taking pictures, or using the clinical computers for personal information. These are all basic professional behaviors that are expected of you. Respecting rights and confidentiality of patients, and not taking pictures are an ***absolute legal requirement***, not just an expectation.

***Note – students are also responsible for understanding and following all relevant policies and procedures at all clinical and community facilities. Students are representing Cox College, CoxHealth and the ND Department programs and are expected to have appropriate professional dress and behavior in all supervised practice experiences.***

### ***Chain of Command***

Both you and the program faculty and preceptors are responsible for your learning. If you feel as if you and a program instructor have some communication issues, your first interaction must be with that person. Be clear about your concerns and ask if there are alternative behaviors that would improve your grades/performance. If you are unable to come to a satisfactory arrangement, contact your advisor. Your advisor will speak to the instructor and will probably arrange a meeting for the three of you to explore options. At this time, a written report of concern will be generated by your advisor with your input; we expect you to sign that you have read it. This provides us (and you) with a path to success. See the *Student of Concern Process* in the Appendix for additional details.

Should this procedure fail to meet your expectations, contact the program director. Again, the issue will be reviewed with your advisor, the instructor in question and you. A meeting may also take place at this point.

Students may contact the VP of Academic Affairs at the conclusion of this procedure if he/she feels that the problems have not been resolved.

Although Cox College supports communication throughout the organization, it is not appropriate to forward complaints to the higher administration without following the above chain of command.

### **Student File**

Students will have access to all written evaluations and grades to course assignments, quizzes, and exams. Any departmental forms (e.g., Student of Concern and Progress Form) filled out the students will be shared with the student. Students will also have access (via Trajecsyst) to all rotation evaluations and clinical hours.

### ***Attendance***

Regular attendance and punctuality are considered essential to success in the program. This is a professional program, and the College is required to document your attendance as part of your professional development. Classroom and clinical attendance are expected. Missing clinical experiences and course content means you have missed information that you may need to treat future clients in an ethical and appropriate manner.

Absence for any reason does not relieve the student of responsibility for all program requirements. The student is responsible for obtaining information, announcements and assignments covered during absences. See Appendix for *Attendance Guidelines and Procedure*.

While you are encouraged to be present in all classes, rotations, and program related experiences, you also must judge if you are ill. You cannot learn if you are sick. Contagious conditions that require a doctor's care should have a release for you to return to school.

An absence of more than two weeks may require you to withdraw from the semester. If you are still ill after two weeks, please contact the program faculty by email or phone to collaboratively establish a plan.

An absence for pregnancy and other emergencies that do not allow for schedule adjustments during the semester are addressed by the college's Leave of Absence process (see section below for details).

## Classroom

Students entering and leaving class during the class session is disruptive to the learning process, disrespectful of classmates and faculty and should not occur, except in an emergency situation. Students arriving after the session has started, may not be permitted to enter the class session until a break and/or may be locked out of class.

## Clinical

Arriving late disrupts the clinical experience and is disrespectful of the preceptors/professionals who are providing the clinical experience. Tardiness, leaving early or absence can result in disciplinary action and unsuccessful completion of the rotation.

**Punctuality** is essential as a nutrition practitioner and a component of **professionalism**. Students are expected to arrive prior to the scheduled clinical time. Arriving late is a tardy. **A tardy will be considered an hour of clinical practice and will have to be completed at the end of said clinical day. All absences will have to be made up as outlined in the Attendance Guidelines and Procedure.** In the event of illness or emergency, it is *the student's responsibility to notify the appropriate preceptor a minimum of one hour prior to the time the rotation is to begin*. The student is to also inform the Program Director and clinical faculty of the absence via email or phone.

## Inclement weather

Students are expected to attend all rotations, weather permitting. If the student determines it is not safe, the preceptor should be notified as soon as possible. The Program Director and clinical faculty should be notified via email or by phone. The absence is not an excused absence and must be made up as outlined in the *Attendance Guidelines and Procedure*. If the college is closed due to inclement weather, the student **should not** report to supervised practice rotations or any other scheduled college/program-related activities. While the closure of Cox College due to inclement weather does excuse the student from supervised practice experiences and classes, these experiences may need to be made up/rescheduled.

## Leave of Absence (from the department and college)

A one-semester Leave of Absence (LOA) from the department and college may be approved by the department chair and vice president of academic affair for students accepted into a college program. Students should confer with their academic advisor and complete the *Request for Leave of Absence form*, accessible through the student and faculty portals. Failure to register for the semester immediately following the LOA will be considered a withdrawal from Cox College. A college and a program application will be required for re-admission. Students can request only one Leave of Absence from Cox College. Only students accepted into a college program are eligible to request a leave of absence.

## Email/Professional Electronic Communication

Cox College uses your e-mail account to communicate with you about financial, registration, and academic matters. Email is the preferred contact to and from faculty. **It is your responsibility to check your Cox College email at least twice daily.** The expectation from program faculty and preceptors is that you *respond to all email correspondence the same day or within 24 hours*, at the maximum. Assume that what is being communicated is important and that there is some urgency in responding. *You are responsible for information e-mailed to you whether you remember to check your e-mail or not.* Both spam filters and the Cox Health network barriers may block email from non-Cox email providers, so please use your Cox email account. Make sure your mailbox is emptied on a regular basis. You cannot receive mail if your box is full.

Your communication speaks for you and is a reflection of you. Every e-mail you send adds to or detracts from your reputation. If your e-mail is scattered, disorganized, and filled with mistakes, the recipient will be inclined to think of you as scattered, careless, and disorganized. Other people's opinions matter and in the professional world, their perception of you will be critical to your success.

Some basic email rules of etiquette are:

- Your subject line must match the message, should be descriptive and concise.
- Start with a greeting and the recipient's name.
- If you are uncertain whether the recipient recognizes your e-mail address or name, include a simple reminder of who you are in relation to the person you are reaching out to.
- Be concise but refrain from sending one-liners. "Thanks," and "Oh, OK" do not advance the conversation in any way.

- *Avoid using shortcuts to real words, emoticons, jargon, or slang.* Using shortcuts such as "4 u" (instead of "for you"), "Gr8" (for great) in business-related e-mail is not acceptable. If you wouldn't put a smiley face or emoticon on your business correspondence, you shouldn't put it in an e-mail message. Any of the above has the potential to make you look less than professional.
- NEVER USE ALL CAPS or all lowercase. Do not use non-standard fonts and colors.
- Use spell check and punctuation functions and proofread prior to sending. Remember misspelled words make you look unprofessional.
- Do not send an email when you are angry or emotional. Sit on it for 24 hours.
- Do not try to resolve a conflict via email.
- Remember – once the send button is hit, you can't take it back and it remains a permanent record of what you have said.

Also, be aware that things posted on the Internet in places such as Facebook, Twitter and other social media even in “closed” groups may make its way to places you don’t expect. Always consider maintaining confidentiality and professionalism in all use of social media.

## **HIPAA**

The Health Insurance Portability and Accountability Act (HIPAA, 1996) applies to all healthcare providers and patients. As a healthcare professions student, this includes you! Instruction regarding privacy and HIPAA will be given in your first semester, but essentially, you should not discuss patient information with family or friends, colleagues or non-team members. Remove all patient identifying information before using patient examples or case studies, including logs and fieldwork assignments.

The Health and Human Services Department of the Federal government suggests that “Individually identifiable health information” is information, including demographic data, which relates to:

- the individual’s past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual.

Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

In short, the U.S. Department of Health and Human Services suggests the following regarding HIPAA:

The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities and their business associates to use to assure the confidentiality, integrity, and availability of electronic protected health information.

(retrieved <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html> on 9/30/15.)

So, specifically, you should not take pictures, copies or notes containing any patient information from a fieldwork site. You must have a signed permission slip from the patient/client, family members and/or legal guardian for any pictures, camera or digital. Such permissions will become a part of your file.

Discussion of patients/clients online is also prohibited. You may not post pictures, chart information or audio/video files, even in “closed” online groups/services. Again, ALL IDENTIFYING INFORMATION is strictly prohibited and will result in disciplinary actions and/or dismissal from the program.



## Communication Devices

Cellular telephones, pagers, and other forms of electronic communication devices must be used in an acceptable manner with concern and consideration for your classmates, faculty, preceptors and patients. The same professional behavior should be afforded to others when attending meetings, events, etc.

### *Devices in the Classroom*

All cellular phones should be turned off or placed in silent/vibration mode upon entering classrooms or computer labs. Students are **NOT** to answer the cellular phone during any classroom activities or while in the computer lab. These devices may be confiscated by faculty per discretion.

Special circumstances may be approved as an exception. Permission ahead of time to leave a phone on is necessary for a potential emergency

### *Devices in the Clinical areas*

The use of cell phones or personal pagers is **NOT** allowed in the clinical areas. These devices should be left in an office and **should not** be taken into the clinical areas. Special circumstances may be approved as an exception. The clinical agency/facility or college is NOT responsible for the loss or theft of any device.

## Student Employment

Students are strongly discouraged from working while enrolled in ND-DI and during semesters that include supervised practices rotations in the MND/DI. The demands of the program – physical, emotional, mental and time are quite high. Employment must not conflict or interfere with learning in the classroom or the clinical settings. Job requirements **DO NOT** constitute an excused absence or serve as an excuse for not doing the quality of work expected at the graduate level. If employed, the student is in no way to represent himself/herself as a student dietitian or nutritionist or performing specific functions learned as a student which are not part of the job description. The Missouri Statute for Professional Licensure, *Chapter 324, Occupations and Professions General Provisions, Section 324.205* states: “2. No person shall practice or offer to practice dietetics in this state for compensation or use any title, sign, abbreviation, card or device to indicate that such person is practicing dietetics unless he or she has been duly licensed pursuant to the provisions of Sections 324.200 to 324.225.”

*Section 324.206 Permitted acts by persons not holding themselves out as dietitians* states “(4) A person pursuing an approved educational program leading to a degree or certificate in dietetics at an accredited or approved educational program as long as such person does not provide dietetic services outside the educational program. Such person shall be designated by a title that clearly indicates the person’s status as a student.”

The ND Department Faculty/preceptors reserve the right to make changes in the program as needed to enhance student learning. Classroom or clinical rotations may be at times other than those originally outlined. Community events outside of the usual working hours are typical of dietitian involvement and are expected of student interns. See section on community events above.

## Communication of Policy/Program Changes

Every effort is made to make sure information regarding timelines, course content, assignments and scheduled activities are correct and current. Sometimes changes are unavoidable, requiring an immediate change to schedule, syllabi, or other course content.

These changes are communicated to the student in the following manner:

1. Written communication of policy/procedure changes will be distributed in an electronic format via student college e-mail. It is highly suggested that Cox College e-mail is checked a minimum of twice daily – at the start and end of the working day. You are responsible for information e-mailed to you whether you remember to check your e-mail or not.
2. Changes to schedules, syllabi or other course content will be labelled as a change, dated, and posted in **Canvas™**.
3. Procedural or policy changes will be verbally disseminated, emailed to all students, and the appropriate documents amended with the date of the amendment attached.

## **Student Remediation Process**

### ***Student of Concern Process (see Appendix for process and form)***

The ND Department faculty and preceptors oversee the academic and supervised practice development of their students. The ND Department faculty and /preceptors have a responsibility to teach, supervise and evaluate their students in terms of performance in supervised practice experiences, the classroom setting and/or conduct. These individuals are obliged to take action when they have determined the student is either not making acceptable academic progress or displays inappropriate behavior. See grading philosophy for additional information.

Disciplinary action will be progressive and be accomplished in private in a reasonable and constructive manner to encourage improvement in behavior and performance. The process follows the *Student of Concern Process*. This departmental process (see the Appendix for the *Discipline/Termination Process*) serves to further define criteria for discipline/termination, as well as support the flowing college criteria for disciplinary probation and termination:

### ***Disciplinary Probation***

A student may be placed on disciplinary probation for the following reasons:

1. Failure to meet progression (see MND/DI progression and ND.DI progression)
2. Failure to meet remediation related to laboratory/clinical suspension
3. Unsatisfactory laboratory/clinical performance (including, but not limited to, lack of preparation and irresponsible, unsafe or unprofessional conduct)
4. Scholastic misconduct (including but not limited to plagiarism or dishonesty)
5. Non-academic misconduct in violation of published program standards

### ***Disciplinary Dismissal***

A student may be dismissed from Cox College for any of the following reasons:

1. Failure to conduct oneself in a responsible, safe and professional manner
2. Academic misconduct including, but not limited to plagiarism or other forms of dishonesty
3. Failure to meet remediation requirements
4. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory or clinical setting
5. Sexual offenses or harassment
6. Conviction of a felony

### ***Student Complaints***

Students are encouraged to discuss/report any problems that impact their well-being while at Cox College. If the students are unable to resolve issues, they are advised to follow the college process for filing a complaint. The 'Complaint Resolution Process (Grievance)' is outlined in the college catalog and is limited to the following situations where the student alleges to have been:

- Denied opportunities provided to other students.
- Held to standards different from those applied to other students in the same course or clinical group.
- The recipient of the unequal or erroneous application of a departmental or Cox College policy; and/or
- Disciplined or dismissed from Cox College, or an academic program, without due process.

The Complaint Resolution Process is not for the purpose of mediating disputes over grades, grading processes, or how a certain grade is determined. Grade matters are the domain of the instructor, appropriate Chair, Dean and Vice President for Academic Affairs ("VPAA") and are outside the scope of the Complaint Resolution Process.

Complaints alleging discrimination and/or harassment on the basis of age, sex, color, disability, marital status, race, religion, ethnic or national origin will be handled under the college's Non-Discrimination/Harassment Policy and Complaint Procedures.

*See the Cox College Catalog through the Student Portal, accessible through the college website for the process details.*

If the student fails to have complaints against the ND Department programs regarding accreditation standards or policies resolved by following the process outlined in the 'Complaint Resolution Process (Grievance)', the student is advised to submit a complaint to ACEND.

Any student may submit a complaint against the ND Department programs to ACEND alleging that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the student/complainant. Anonymous complaints are not considered. The ACEND website provides the necessary information to initiate and file a complaint: (<http://www.eatrightacend.org/ACEND/>) and to the specific area under ACEND Quick links to ‘Students’ and Frequently Asked Questions: Frequently Asked Questions about Careers in Dietetics. The section “Filing a Complaint” outlines the ACEND Procedure for Complaints Against Accredited Programs.

## **College Support Services and Information**

### ***Health Services***

The Emergency departments at Cox North and Cox South are available to provide services to students who need emergency health services. Non-emergencies are referred to Urgent Care on the Cox Walnut Lawn campus. Students assume the total cost of their health care.

### **Student Resource Center**

The Student Resource Center (SRC) at Cox College provides support for students in academics and personal and social development. The SRC aids students in developing transition-to-college foundations such as study strategies, note-taking tips, test-taking proficiencies, time management skills, learning styles assessments, and relaxation techniques, as well as providing guidance in dealing with stress, anxiety, and personal concerns. All students are encouraged to use the support services available through the SRC and may suggest additional ideas or make comments via a suggestion box.

The Student Resource Center’s goal is to encourage success strategies for college and for life. Workshops and seminars on textbook reading, all stages of writing research papers and reports, and APA style may be offered each semester. An introductory course, CCPL 100-Promoting Learning and Ultimate Success, provides incoming students with the opportunity to become familiar with the campus and to develop their learning skills.

The SRC offers tutoring, a writing center, counseling, and disability services. See their website at <https://coxcollege.edu/academics/academic-resource-center/> for details.

### **Financial Aid**

For questions about financial aid, their office is located on the third floor of the college. Appointments are not required but recommended. Contact them via email [Financialaid@coxcollege.edu](mailto:Financialaid@coxcollege.edu)

See their website for additional information. <https://coxcollege.edu/admissions/financial-aid/>

For information contact these offices at the phone number listed or check the Cox College web homepage at <http://www.coxcollege.edu> for additional information and to find College Catalog.

The Library

269-3460

Financial Aid

269-3160

Childcare

269-8050

Counseling Services

269-3225

Computer Labs

Contact IT at 269-3854

Student Resource Center

269-3225

Safety and Security

Additional services are outlined in the college catalog, located on the college website.

### **American Psychological Association (APA) Guidelines**

These guidelines are to be adhered to when doing professional/scholarly papers for classroom or clinical requirements. There is a book with these guidelines available for purchase at the bookstore, or you can utilize the following web sites to help in understanding the APA system:

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.drgwen.com/materilas/apa/26.htm>

<http://www.apa.org>

If you are unfamiliar with this style, further assistance is available in Canvas, the Academic Resource Center and the Writing Center at Drury University. CoxHealth Libraries also has materials to assist with these guidelines and their use.

### **Privacy of Information/FERPA**

Cox College, the faculty, and you are responsible for meeting the guidelines for student privacy under the Family Education Rights and Privacy Act (FERPA). Generally, what that means is that information about you, your time here at Cox and your performance are held to be confidential and released only with your consent. After the age of 18, this includes the exclusion of your parents without your consent.

To learn more about FERPA, go to <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **Nondiscrimination/Harassment Policy**

Cox College has an established policy against discrimination based on age, sex, marital status, race, religion, disability, ethnic or national background and is committed to providing an educational and work environment that is free of sexual harassment and intimidation. This policy applies to the entire college community, including activities, organizations, and physical facilities in which students participate. Any person who believes that he or she has been harassed or the recipient of a discriminatory act prohibited by this policy should contact the department of Student Services. Refer to the *College Catalog* for additional information.

### **Accommodations**

If you have questions about reasonable accommodations; the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities; or need other information as required by the Section 504 regulation at 34 C.F.R. § 104.22(f), please contact the Coordinator of Student Support, Cox College, 1423 N. Jefferson Ave., Springfield, MO 65802 or call 417-269-3598 regarding this information.

### **Withdrawal**

A student may withdraw from the ND Department programs at any time and for any reason by completion of the college required *Withdrawal* form. See the college catalog for additional details. Re-entry into the program that year is not possible; however, the student may be considered for re-acceptance in the program in the future.

Withdrawal from a course will likely result in loss of cohort status and dismissal from the program. See *Progression* section above. See the Cox College website for the policies on tuition refunds for withdrawals.

### **Blood/Body Fluid Exposure or Other Injury**

Exposure to blood and other potentially infectious body fluids shall be evaluated with appropriate treatment provided, according to CDC guidelines. The policy is applicable to Healthcare Personnel, Students, Volunteers, Patients, and Visitors at CoxHealth who may incur a blood or body fluid exposure during the course of work, educational experience or as a Patient or Visitor, regardless of whether the exposure occurs in the clinical setting or otherwise.

The Blood/Body Fluid Exposure policy is located in the CoxHealth Policy manual at

<https://coxhealth.policymedical.net/policymed/anonymous/docViewer?token=1dce6a6a-08c6-49c2-86e2-6495a891fb24&dtoken=2793473c-b6d9-4e22-8b0e-2d7587491ad0>

## COVID-19 Information

Cox College follows local, state and federal guidelines relating to COVID-19, as well as any CoxHealth guidelines. Given the ongoing dynamic state of the pandemic, guidelines may change and result in modifications to this handbook. Consult the respective cohort courses in Canvas for additional details and department guidelines regarding COVID-19 precautions and expectations. Refer to the website below for FAQs regarding the COVID-19 vaccine at Cox College.

<https://coxcollege.edu/covid-19-faqs/>

## Appendices

### Cox College MND/DI and ND-DI Attendance Guidelines and Procedure

<b>Title:</b> Absence/Tardiness	<b>Page 1 of 2</b>
<b>Formulated:</b> 4/08	<b>Effective Date:</b> 8/08
<b>Last Reviewed/Revised:</b> August 2022 (Nutrition Diagnostics Department)	
<b>Submitted By:</b> ND Program Director	
<b>Approved By:</b> ND Department	

#### Rationale:

Attendance at class and in supervised practice is vital to the success of the MND/DI & ND-DI program and the individual student. Unscheduled absences are disruptive to the learning experience.

#### Procedure:

Absences for any reason are discouraged.

*Supervised practice (SP) hours.* Absences that result in loss of supervised practice experiences may need to be made up, depending on the situation. Please note that students are responsible to complete the minimum supervised practice hours and MND/DI & ND-DI competencies for successful completion of the program.

- Absences that result in lost SP hours that **do not** need to be made *up* include the following: inclement weather where the college is closed, last minute preceptor availability issues. \*\*
- Absences that result in lost SP hours that **do need** to be made up include the following: student call-in (illness,

family emergency, death in family). See applicable rotation facility's policy on illness.

- Absences that result in disciplinary action include the following: no call/no show (see details below), inappropriate call-in (see details below)

**\*\* Exceptions to this would be the situation where the student does not have enough SP hours to complete the program and or rotation requirements.**

*The missed time may be required to be made up prior to the end of the semester. In this case, the student may receive an Incomplete for the course until the required hours are made up. .*

Making up hours (absence or tardiness) is very challenging for both the student and the preceptor. The preceptor will often need to alter their work schedule to accommodate the missed hours

- The makeup days will only occur during breaks when the college is open (see Cox College Academic Calendar for details: Thanksgiving, Christmas, Fall Break, Spring Break, and require approval of the preceptor, clinical faculty and/or Program Director. The student may negotiate with a preceptor and clinical faculty to make the time up on a weekend only in extenuating circumstances. This requires the permission of both the preceptor and the clinical faculty.
- Made up hours for tardiness are also required. The student can negotiate with the preceptor to come early or stay late or make the hours up as described above for missed days.
- In the event of an illness necessitating an absence from class the student must notify the instructor at least 1 hour prior to start of class. You may negotiate with each faculty and/or get notes from classmates. It may be possible to use Zoom or other online platforms to attend class. The student is responsible for all missed information and is expected to have an understanding of the material missed and submission of any work due for the missed class. Unless you have contacted the faculty prior to a test, you will be ineligible for a make-up. There are no make-ups for final examinations.
- In the event of an illness necessitating an absence from a rotation the student must notify the clinical faculty, the Program Director **and** the supervising preceptor at least 1 hour prior to start of rotation.
- An absence of more than two weeks may require that you withdraw from the semester. If you are still ill after two weeks, please contact the Program Director and clinical faculty to collaboratively establish a plan.
- All appointments including those to see a doctor, dentist or other healthcare professionals should be scheduled outside of rotation and/or class hours. Program faculty and preceptors will consider exceptions on an individual case.

Consult the CoxHealth Sick Policy for specific guidelines for patient contact.

The ND program director and/or the clinical faculty will counsel/discipline the student for absence in accordance with the process outlined below:

1. Student will receive a written warning on the 2<sup>nd</sup> occurrence of absence within the previous 10 months.
2. Student will receive a 2<sup>nd</sup> written warning on the 4th occurrence of absence within the previous 10 months.
3. Student will be subject to discharge from the MND/DI program on the 5th occurrence of absence within the previous 10 months.

The ND program director and/or the clinical faculty will counsel/discipline the student for tardiness in accordance with the process outlined below:

1. Student will receive a written warning on the 2<sup>nd</sup> occurrence of tardiness within the previous 30 days.
2. Student will receive a 2<sup>nd</sup> written warning on the 4th occurrence of tardiness within the previous 60 days.
3. Student will be subject to discharge from the internship program on the 5th occurrence of tardiness within the previous 90 days.

In the event of an unplanned tardy, the student is required to contact the preceptor by phone, or email if the preceptor cannot be reached by phone.

**Note:**

- Student may present a note from the doctor in the event of an illness.
- Any other reason necessitating an absence from a rotation will be dealt with on a case by case basis.
- *Arriving late at a rotation will result in an additional hour of rotation time at the end of said day.*
- See section in the ND Department Student Handbook regarding study guide completion. Note completing assigned study guides is grounds for being sent home or to the library.
- The student is expected to show up to all rotations and class sessions dressed appropriately and fully prepared:
  - all assignments completed
  - have the needed materials/resources/tools needed for the class or experience

Noncompliance to any of these expectations will result in the student being sent home until he/she can come prepared.

**Reminder:**

Failure to meet required competencies and quiz-outs of individual rotations will result in the addition of 1 week to said rotation experience. This week(s) will be made up at the end of the semester term or during breaks when the college is open.

Failure to meet academic coursework expectations will result in additional assignments and/or remediation.

**Definitions:**

Absence – an unscheduled occurrence, in which intern is not in class or rotation as expected.

Occurrence – a period of absence consisting of one or more consecutive work/class days. If intern attempts to report to work following an occurrence, subsequently becomes ill again with the same illness within 48 hours and sustains another period of absence; this will count as one occurrence in total.

No Call No Show – intern does not report to work or class and fails to notify the Internship Coordinator and Supervising Preceptor of absence. **Student may be subject to discharge from the program.**

Tardy – Student who is not present in class or assigned work area, ready for class/work at the beginning of his/her assigned rotation/class time.

Partial Day Absence – Student will be considered absent if he/she misses greater than 2 hours of scheduled class or rotation time. If student has less than a 2-hour absence as a result of leaving class/work early, this will be counted as tardy for disciplinary purposes.

Title: Professional Impairment Procedure

Formulated: December 2014

Submitted by: Kristen Williams

Approved by: Department of MND/DI, CoxHealth preceptors

Revised by: Department of MND/DI, May 2017

Revised: August 2022, Nutrition Diagnostics Department

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**Purpose:** The Nutrition Diagnostics Department faculty and preceptors are responsible not only for the development of their students, but also to the profession and to the public.

The program faculty/preceptors have a responsibility to teach and supervise their students, which is typically done in the context of an amicable relationship. However, they also have a responsibility to protect the public from incompetent professionals and to maintain the standards of the profession. Unfortunately, it is possible that not all students are capable of becoming competent professionals who will maintain standards of the profession. In these cases, the program faculty/preceptors are obliged to take action when they have determined the student is professionally impaired.

Students who experience continued serious difficulties and do not function effectively in academic and/or interpersonal situations will be counseled in accordance with the Performance Improvement Procedure, made aware of career alternatives, and if necessary, dismissed from the program.

#### Procedure:

##### 1. Definition of Professional Impairment

Professional impairment has been “defined broadly as an interference in professional functioning that is reflected in one or more of the following ways: (a) an inability and/or unwillingness to acquire and integrate professional standards into one’s repertoire of professional behavior, (b) an inability to acquire professional standards skills in order to reach an acceptable level of competency, and (c) an inability to control personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with professional functioning.” (Lamb et al. 1987. Professional Psychology: Research and Practice 18: 597-603.

Examples of behaviors which may be evidence of professional impairment include the following. The list contains examples, and is not intended to be definitive; (1) violation of professional standards or ethical codes, (2) inability or unwillingness to acquire and manifest professional skills at an acceptable level of competency, (3) behaviors that can reasonably be predictive of poor future professional functioning, such as extensive tardiness or poor compliance with supervisory requirements, (4) personal unsuitability to the profession, e.g., substance abuse, chronic and disabling physical problems, (5) interpersonal behaviors and intrapersonal functioning that impair one’s professional functioning such as psychopathology, inability to exercise good judgment, poor interpersonal skills, and pervasive interpersonal problems.

##### 2. Possible Actions to Follow Manifestations of Professional Impairment

This list contains examples and is not intended to be definitive. These actions are not hierarchical and need not be applied in each case; (1) a formal reprimand, (2) an unsatisfactory evaluation in a supervised practice rotation or classroom session with the requirement that the rotation be repeated, (3) personal therapy, (4) leave of absence, (5) required, additional rotation or class work, (6) increased supervision (e.g., more frequent supervision, more than one supervisor), (7) formal probation, (8) recommendation of withdrawal from the program (9) recommendation of formal dismissal from the program by the program faculty and the Dean of IP Research and Graduate Studies..

##### 3. Due Process; Evaluation of Professional Impairment

- a) The progressive process is designed to encourage improvement in behavior and performance.



- b) All students will receive written notification of problems, including written descriptions of specific incidences that may evidence professional impairment, from the program faculty. The improvement process utilized is outlined in the Student of Concern policy and procedure
- c) The student evidencing professional impairment will usually be given an opportunity for remediation (although individual circumstances may not allow this, and this is not legally required), with specific descriptions of problems, suggestions for remediation, time limit, and notice of consequences if remediation is not successful, all noted in writing as per the Performance Improvement policy.
- d) If improvement (which may or may not include probation) is not successful and the judgment is made that serious professional impairment exists with consequences to the intern and the program, the intern may be dismissed.

## Cox College Nutrition Diagnostics Department Dress Code

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Title: Dress Code  
Revised: July 2016, August 2017, August 2022 (ND Department)

Formulated: May 2010

Submitted by: MND/DI Program Director

Approved by: MND/DI Program

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**Purpose:** To ensure that all dietetic interns present a professional appearance to our patients, visitors, co-workers and all others that they may come in contact with throughout the workday.

**Procedure:** While in the classroom and in the rotations, it is our philosophy that you are representing CoxHealth & Cox College. Your appearance and the impression you make upon others do much to create the image of our health system, college & program in the eyes of those with whom you come into contact. Professional attire and one's presentation of self add to one's credibility. Students are expected to convey an image of competence, confidence, and professionalism at all times when they are on the Cox College campus and while in all rotations.

Students are therefore to dress in an appropriate, professional manner consistent with the following guidelines:

### **Appropriate Classroom Attire**

Attire is to be appropriate for attending a professional educational setting.

Graphics on clothing should be non-offensive, appropriate, and not contain profanity, obscenity, or promotion of illegal activity or violence.

Clothing should provide adequate skin and undergarment coverage (e.g., "see-through")

### **Appropriate Clinical (rotation) Attire**

In addition to the guidelines above, students must abide by the clinical sites' dress code.

Assume that the clinical site requires business casual dress unless told otherwise.

Closed toe shoes are required, and should be clean, polished, and in good repair. Heels should be of a moderate height.

Athletic shoes, tennis shoes, canvas shoes, flip flops, crocs, toe shoes and slippers are not allowed.

A clean, non-wrinkled, white lab coat is required in all clinical areas.

### **Refer to the CoxHealth dress code policy for more details.**

The CoxHealth/Cox College name badge is to be worn at all times when on the Cox College campus, in rotations and/or participating in MND/DI and ND-DI program activities. The badge should be free of pins, stickers, etc. and worn at collar/shoulder level with name and picture visible.

*Note: These guidelines are to be used in all settings where rotations occur – both in the CoxHealth system facilities and outside facilities – unless those outside facilities require specific dress not outlined in the CoxHealth Dress Code policy and this procedure. Exceptions include attire specific for food service rotations. Preceptors in these areas will define specific requirements.*

*If the student does not follow the guidelines outlined above, the student will be sent home. The rotation hours will be required to be made up at the convenience of the preceptor.*

*Violation to these procedures can initiate the Discipline/Termination Process.*

Each student will review this procedure and sign a form verifying that she/he has read and understands the procedure. The signed form will be kept in the student's permanent file.

**Forms Utilized:** MND/DI and ND-DI signature form: Verification of Understanding

**Reference:** MND/DI and ND-DI signature form: Verification of Understanding, CoxHealth Standards Manual; CoxHealth Dress Code, Discipline/Termination Process.

## Cox College Nutrition Diagnostics Department Discipline/Termination Process

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Title: Discipline/Termination Process

Formulated: April 2010

Submitted by: MND/DI Program Director

Approved by: MND/DI Program

Revised: July 2016, August 2022 (Nutrition Diagnostics Department)

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**Purpose:** The MND/DI and ND-DI faculty and preceptors are responsible for the academic and supervised practice development of their students. The MND/DI and ND-DI faculty and preceptors have a responsibility to teach, supervise and evaluate their students in terms of performance in supervised practice experiences, the classroom setting and/or conduct. These individuals are obliged to take action when they have determined the student is either not making acceptable progress or displays inappropriate behavior.

**Approach:** Disciplinary action will be progressive and be accomplished in private in a reasonable and constructive manner to encourage improvement in behavior and performance. The process follows the *Student of Concern Process*. This departmental process serves to further define criteria for discipline/termination, as well as support the college criteria for disciplinary probation and termination:

### **Disciplinary Probation**

A student may be placed on disciplinary probation for the following reasons:

- Failure to meet remediation related to laboratory/clinical suspension
- Unsatisfactory laboratory/clinical performance (including, but not limited to, lack of preparation and irresponsible, unsafe or unprofessional conduct)
- Scholastic misconduct (including but not limited to plagiarism or dishonesty)
- Non-academic misconduct in violation of published program standards

### **Disciplinary Dismissal**

A student may be dismissed from Cox College for any of the following reasons:

- Failure to conduct oneself in a responsible, safe and professional manner
- Academic misconduct including, but not limited to plagiarism or other forms of dishonesty
- Failure to meet remediation requirements
- Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory or clinical setting
- Sexual offenses or harassment
- Conviction of a felony

1. Verbal counseling will be the first step in the progressive process. The MND/DI and ND-DI faculty and/or preceptor will inform the student of the conduct or performance problem. The in-person or telephone counseling will be conducted in a private setting. The student will be given the opportunity to give his/her side of the situation. Specific expectations of improved performance or conduct will be outlined in a development plan

for/with the student using the *Student of Concern Progress Report Form*. Unsatisfactory rating in conduct or performance is to be noted by the preceptor on the evaluation forms.

2. As noted above the student will receive guidance and counseling from the MND/DI and ND-DI faculty, preceptors and other appropriate support persons to aid her/him in successfully improving performance or behavior.
3. If a student has a cumulative GPA of less than 2.7 in any given semester, the student will be placed on academic probation for one semester to bring cumulative GPA to 2.7 or higher (*applies to MND/DI program only*).
4. If GPA does not improve to 2.7 or higher in the succeeding semester, cohort status will be lost and student will be dismissed from the program. (*applies to MND/DI program only*).
5. Failure to pass supervised practice courses and/or their respective labs results in loss of cohort status and program dismissal
6. If the student receives an unsatisfactory rating for any reason during the development plan time period or fails to comply with standards of professional behavior or personal conduct, the student may be dismissed from the program.
7. Dismissal is the final step in the progressive process. A student may be dismissed from the program when he/she has been unable to satisfactorily complete program requirements in designated time frames, had one significant incidence of unethical behavior or misconduct, more than one incidence of noncompliance with professional standards of ethics or behavioral misconduct (see *Professional Impairment Process*), or is unable to satisfactorily complete rotation or classroom requirements during and/or after the development plan time period. See the *Student of Concern Process*.
8. The student may present a written or verbal appeal of the dismissal through the steps of the grievance process (outlined in the college catalog) within five working days of receiving the letter of dismissal.
9. Each student will review this policy and sign a form verifying that she/he has read and understands the process. The signed form will be kept in the student's permanent file.

**Forms Utilized:** MND/DI and ND-DI signature form: Verification of Understanding, Student of Concern Process & Progress Report Forms, Professional Impairment Process

## Nutrition Diagnostics Department Student of Concern Process

*Revised August 2022*

**PURPOSE:** To provide a consistent process for students who are having difficulty achieving academic or behavioral standards for success at Cox College. This process includes identifying, counseling, documenting, and communicating appropriately regarding students of concern. The plan is meant to ensure students receive due process and faculty have practiced due diligence in assisting students to succeed. This process is integral to the ethical operation, mission, and values of Cox College. Student success requires commitment from both faculty and students. This process is intended to provide written evidence of this commitment.

### **GOALS:**

1. To ensure due process for students at risk for failure.
2. To ensure due diligence from faculty in response to student concerns.
3. To ensure appropriate and transparent communication among college personnel committed to the individual student's success.
4. To ensure a concerted effort between faculty and student that fosters success for the student.

### **DEFINITIONS:**

**Student of Concern:** Any student who is failing to achieve or maintain academic or behavioral standards for success as identified in the Cox College catalog.

**Faculty:** Any faculty member who is interacting with a student of concern

**Advisor:** The faculty advisor who has been assigned to the student of concern

**Chair:** The chairperson of the student of concern's discipline.

**VPAA:** Cox College Vice President of Academic Affairs

### **Procedure:**

1. Student of concern is self-identified or identified promptly by a faculty member.
2. A face-to-face meeting is arranged between the faculty and the student if possible. A telephone appointment is acceptable if not. The faculty member initiates The Cox College Student of Concern Progress Report to convey the issue, how it is to be addressed, and how it is re-evaluated over time. This report should be copied to a secure electronic folder, the student's advisor, and the Department Chair.
3. A second evaluation of the student's progress is required on or before the date entered on the Student of Concern form. If the issue is resolved, written notice to all involved will suffice to document this achievement. If some or no progress is made, another meeting is required with updated plans and goals given to the student. This should be noted as a second (third, fourth, etc.) report as appropriate. Counseling at this point may require the presence of the faculty advisor, and department chair. Regardless of outcome, subsequent reports must be sent to all involved.
4. Students who have been given plans and goals and fail to improve may be subject to discipline or dismissal. Faculty, advisors, and the department chair may tell students their grades and results. The department chair will consult with the VPAA regarding dismissal from the College.

## Nutrition Diagnostics Department Student of Concern Form and Progress Report

*Revised August 2022*

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Time of Appointment: \_\_\_\_\_

Mode of Contact:      ☐ Student Initiated      ☐ Faculty Initiated      ☐ Other: \_\_\_\_\_

### BACKGROUND:

- ☐ Academic Issue
- ☐ Behavioral Issue
- ☐ Academic & Behavioral Issue

Description of the concern/incident:

\_\_\_\_\_

### ANALYSIS (check all that apply; may be both academic and behavioral):

Academic Issue:

- ☐ Student does not understand the material
- ☐ Student needs to develop better study/test taking strategies
- ☐ Student has difficulty expressing understanding in written/oral form
- ☐ Student is under personal duress
- ☐ Other (explain): \_\_\_\_\_

Behavioral Issue:

- ☐ Student is unsafe with patients in clinical setting
- ☐ Student exhibits unprofessional behavior in class/clinical
- ☐ Other (explain): \_\_\_\_\_

### ACTION PLAN:

- ☐ Student is counseled by faculty to improve likelihood of academic/behavioral success.
- ☐ Student is referred to: \_\_\_\_\_ for academic remediation.
- ☐ Student is referred to: \_\_\_\_\_ for behavioral remediation.
- ☐ Student is placed on specific improvement plan (see attached).
- ☐ Other referral (specify): \_\_\_\_\_

### GOALS (be specific):

Comments:

Student received specific plan or list of goals:

- ☐ In person.
- ☐ By email.
- ☐ By registered mail.

**EVALUATION:**

Student progress will be re-evaluated on or before <date> .

The student will be informed of progress and next steps within 48 hours of the re-evaluation.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Student signature means student was present and received a signed copy of this form- it does not indicate agreement with the assessment.)

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copies sent to:**

☐ **STUDENT ADVISOR (Name)**

☐ **DEPARTMENT CHAIR**