

The Dietetic Technician Program

The Nutrition Major

at LaGuardia Community College

Student Handbook

FOOD & NUTRITION PROGRAMS

HEALTH SCIENCES DEPARTMENT

LAGUARDIA COMMUNITY COLLEGE

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Welcome

Welcome to the Dietetic Technician Program (DTP) at LaGuardia Community College (LaGCC). This Handbook contains materials regarding policies relating to the Dietetic Technician Program. It is meant to assist you and provide guidance from entrance to graduation. This Handbook, however, is not all inclusive, and is designed to supplement the LaGCC Catalog.

As students progress through the Program, they will receive additional course specific materials which will provide more detailed information relating to the individual course.

For further information, consult LaGuardia's college policies located in the LaGCC Student Handbook and in the LaGCC College Catalog 2012. If answers to any of your pertinent questions cannot be found in either this Handbook or the College Catalog, please contact the Program Director at 718-482-5762.

Program Contact Information

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The Dietetic Technician Program

- The nutrition major at LaGuardia Community College
- This program has a candidacy eligibility requirement

You are beginning an exciting journey into the world of nutrition, food, and health that can provide you with career opportunities that are limited only by your imagination. Graduates find interesting and engaging employment in the health career industry. Advanced degrees in this field provide employment options within health care as well as in the business world.

Introduction

LaGuardia Community College of the City University of New York (CUNY) is a two-year institution granting degrees on the associate level. The College is a cooperative education college and is committed to educational programs that combine classroom learning and work experience. This philosophy presents the ideal setting for the Dietetic Technician Program (DTP) offered through the Department of Health Sciences. Graduates of the DTP receive an Associate of Science degree. The Dietetic Technician Program at LaGuardia Community College is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606, 312/899-0040. ACEND is the national accrediting agency for dietetics education.

A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 800-877-1600, extension 5400 or at acend@eatright.org or at www.eatright.org/ACEND. In order to meet the ACEND standards, data on DTP outcomes is conducted. Data is collected in a variety of areas. Data for outcomes measures is available upon request from the Program Director.

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

Upon successful completion of the program, graduates are eligible to take the Dietetic Technician Registration (DTR) exam. The exam is administered through the Commission on Dietetic Registration (CDR), the credentialing agency of the Academy of Nutrition and Dietetics. A Dietetic Technician, Registered (DTR) is a graduate of an ACEND accredited DTP who has successfully passed the registration exam.

Program graduates are also eligible to sit for the certification exam offered by the Association of Nutrition and Foodservice Professionals. Success on this exam grants the credential of Certified Dietary Manager (CDM).

LaGuardia Community College Mission Statement

LaGuardia Community College's mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society.

LaGuardia Community College Dietetic Technician Program Mission Statement

The mission of the DTP at LaGCC is to prepare dietetic technicians to be competent to enter the workforce with an appreciation for and dedication to *service learning*, while meeting the *changing demands* for dietetics professionals in the greater New York metropolitan area.

The Dietetic Technician Program has as its goals and objectives:

GOAL 1: To prepare students for the present and future needs of the workplace as dietetic technicians, registered (DTR).

Objectives:

- Over a 5 year period, > 70% of students will pass the DTR registration examination on their first attempt.
- At least 70% of students will complete the program within 3 years, or 150% of the time planned for completion.
- Within 12 months of graduation, at least 70% of graduates will be employed in dietetics or a related field or pursuing a higher degree.
- Over a 5 year period, 70% or greater of graduates will indicate adequate preparation by the program.

GOAL 2: To foster an appreciation for service to the community.

Objective:

- At least 30% of students will participate in service to the community above that required by the program.

Core Knowledge & Competencies for the DTR

1. Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice

KDT 1.1: The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.

CDT 1.1: Access data, references, patient education materials, consumer and other information from credible sources

CDT 1.2: Evaluate consumer information to determine if it is consistent with accepted scientific evidence

CDT 1.3: Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria

CDT 1.4: Implement actions based on care plans, protocols or policies

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.

KDT 2.1: The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.

KDT 2.2: The curriculum must provide basic principles and techniques of effective interviewing and education methods for diverse individuals and groups.

KDT 2.3: The curriculum must include opportunities to understand governance applicable to the technical level of practice such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics.

CDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics

CDT 2.2: Use clear and effective oral and written communication

CDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience

CDT 2.4: Demonstrate active participation, teamwork and contributions in group settings

CDT 2.5: Refer situations outside the dietetic technician scope of practice or area of competence to the registered dietitian or other professional

CDT 2.6: Participate in professional and community organizations

CDT 2.7: Establish collaborative relationships with other health care professionals and support personnel to effectively deliver nutrition services

CDT 2.8: Demonstrate professional attributes within various organizational cultures

CDT 2.9: Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.

KDT 3.1: The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of nutrition screening for referral to the registered dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

KDT 3.2: The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention for the general population.

KDT 3.3: The curriculum must include the principles of applied food science and techniques of food preparation.

KDT 3.4: The curriculum must include principles of procurement, production, distribution and service of food.

KDT 3.1: The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the

CDT 3.1: Perform nutrition screening and identify clients or patients to be referred to the registered dietitian

CDT 3.2: Perform specific activities of the nutrition care process (a-e below) as assigned by registered dietitians in accordance with the Scope of Dietetics Practice for individuals groups and populations in a variety of settings:

CDT 3.2.a: nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

CDT 3.2.b: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

CDT 3.2.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention

CDT 3.2.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

CDT 3.2.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CDT 3.3: Provide nutrition and lifestyle education to well populations

CDT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population

CDT 3.5: Develop print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience

CDT 3.6: Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs

CDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals

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

KDT 4.1: The curriculum must include applied management principles required to deliver food and nutrition programs and services.

KDT 4.2: The curriculum must include content related to applied principles of human resource management.

KDT 4.3: The curriculum must include legislative and regulatory policy related to dietetics operations.

KDT 4.4: The curriculum must include content related to quality management of food and nutrition services.

KDT 4.5: The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.

CDT 4.1: Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services

CDT 4.2: Perform supervisory, education and training functions

CDT 4.3: Participate in legislative and public policy activities

CDT 4.4: Use current informatics technology to develop, store, retrieve and disseminate information and data

CDT 4.5: Participate in development of a plan for a new service including budget

CDT 4.6: Assist with marketing clinical and customer services

CDT 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

5: Support Knowledge: knowledge underlying the requirements specified above.

KDT 5.1: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span.

KDT 5.2: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology

Employment

Dietetic technicians, registered work independently or as a team member under the supervision of registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research. The level of independent work that a DTR experiences on the job is based on experience, the job itself, and the need of the facility.

Many work environments require that an individual be credentialed as a DTR. DTRs work in:

- **Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities** helping to treat and prevent disease by conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy as an important part of health-care teams.
- **Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals**, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.
- **Women, infant, children (WIC) programs, public health agencies, Meals on Wheels and community health programs**, developing and teaching nutrition classes for the public.
- **Health clubs, weight management clinics and community wellness centers**, helping to educate clients about the connection between food, fitness and health.

- **Food companies, contract food management companies or food vending and distributing operations** developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

The salary of a DTR is influenced by many factors such as the amount of applicable past work experience and the need of the institution. The typical entry salary for a DTR in the New York Metropolitan Area is approximately \$35,000.

What do I need to do to become a DTR?

To become a DTR, you will need to:

- Complete a two-year Associate degree granted by a US regionally accredited college/university, and complete the requirements in an ACEND-accredited DTP ***
- Pass a national written examination administered by CDR
- Complete continuing professional educational requirements to maintain registration

*****Verification Statement/Dietetic Technician Registration Examination**

Upon successful completion of the curriculum, the student will receive a “Student Exit Packet” from the program director. The student will submit to the program director the completed material needed for the registration examination for dietetic technicians. The program director will submit graduate information to the Commission on Dietetic Registration (CDR) for the Registration Examination for Dietetic Technicians. The student will receive a Verification Statement Form established by the commission on Dietetic Registration. This form is used by the CDR to verify that specific qualifications have been met to take the DTR examination. It is the graduate’s responsibility to make arrangements to take the DTR examination.

The Career Ladder

Students may wish to continue their studies at a four-year institution to pursue a bachelor’s degree in nutrition and dietetics. By completing an ACEND approved bachelor’s degree program and a dietetic internship (or equivalent) a student is eligible to take the dietitian’s registration examination. After successful completion of this examination, an individual is a Registered Dietitian (RD).

Transfer Opportunities

Area colleges accept the majority of LaGuardia course credits towards the completion of a bachelor’s degree in nutrition and dietetics. DTP graduates transfer to Queens College, Brooklyn College, Lehman College, and NYU. The LaGCC DTP is a participant in the NYU Community College Transfer Opportunity Program. NYU accepts all the credits earned by a DTP graduate at LaGuardia.

The University of Medicine and Dentistry of New Jersey-SHRP Bachelor of Science in Health Science offers a Coordinated Dietetics Program within the Department of Nutritional Science. It

is a flexible distance education program designed specifically for the Registered Dietetic Technician (DTR). The program consists of didactic course work and clinical rotations. All course work is offered through the internet on Angel. Only students who have passed the DTR exam are eligible for this unique program.

Professional Organizations

Two national organizations represent the Dietetic Technician professionally. These organizations are the Academy of Nutrition and Dietetics and the Association of Nutrition and Foodservice Professionals. Graduates of the DTP are eligible for membership in both of these organizations.

Students can become members of the Academy of Nutrition and Dietetics. The cost for student membership is \$50.00 (2012-13). Once a member, students will receive the Journal of the Academy of Nutrition and Dietetics, a monthly publication, and they can join any practice group within the organization. The Dietetic Technicians in Practice is one in particular that focuses on the role of the DT in the delivery of food and nutrition services. Students can also become student members in the Association of Nutrition and Foodservice Professionals. The cost for student membership in ANFP is \$60.00 (2012-13).

Admission

LaGuardia Community College is part of the City University of New York, (CUNY). Admission into the College and its programs is governed by CUNY policy. CUNY policy on admissions requires a student to have:

- A high school diploma or GED; and
- A completed application with accompanying fee payment.

Equal Opportunity

All students who meet the requirements for admission to the DTP have equal access to the Program. LaGCC prohibits admission discrimination based on race, religion, national origin, age, sex (including pregnancy), disability, color, or sexual preference. The Program complies with and supports the college's policy. For further reference, LaGCC's non-discrimination policy can be found in the College Catalog.

There are two ways to file an application as a **Freshman or Transfer applicant:**

1. Apply online: www.laguardia.edu/apply now

To guide you through the application process and to view additional information you can go to www.cuny.edu and click on *Apply to CUNY*

2. Visit and apply in-person during Direct Admission. Please refer to www.311learn.com or call 718-482-7206 or visit the Admissions Office in room M 147

Financial Concerns

The following information will help students entering the DTP to calculate the cost of attending and completing the program.

Generally, a student budget consists of the direct educational costs of tuition, fees, books, transportation, lunch and supplies. In addition, the DT student will encounter added costs of transportation to and from clinical centers. Note that the DT student is required to complete three unpaid internships.

Costs for Full-time Students as of the 2011 - 2012 College Catalogue

Tuition	\$1,800.00 per semester
Student Fees	\$170.85 per semester

Additional costs for the program are estimated as follows:

Books	\$1000/year
Liability Insurance	\$24/yr
Physical exam	based on your provider
Travel	\$1000/year
DTR registration exam application fee	\$ 120.00
A.N.D. student membership fee	\$ 50.00

There are several options to explore if you require financial support to complete your education: grant programs, campus based aid programs and student loan programs.

Additional information can be obtained by calling the **Office of Student Financial Services at (718)-4828-7218** or visit in room C 107, or by visiting the College web site.

Academic Preparation

The DT curriculum contains courses in dietetics and general education for a total of 60 credits. Students learn about food science, a healthy diet and medical nutrition therapy in five nutrition courses: *Foods, Introductory Nutrition, Clinical Nutrition A and B, and Life Cycle Nutrition*. Client interviewing and counseling techniques and nutrition education methodologies are presented in *Applied Dietetics*. Within the foodservice area students take courses to enhance their managerial and operational skills. In conjunction with the Educational Foundation of the National Restaurant Association's **ManageFirst Program**, students become nationally certified in the areas of sanitation and safety, and foodservice cost controls. Required science courses include human anatomy and physiology and foundations of chemistry. Additional courses in English, humanities, and social sciences enhance and broaden a student's general education.

**DIETETIC TECHNICIAN CURRICULUM:
AS Degree
This program has a candidacy requirement**

Counseling

New Student Seminar 0

English: 6 credits

Composition I ENC/G 101* 3

Writing Through Literature ENG 102 3

Humanities: 3 credits

Public Speaking HUC 106 3

Natural Sciences: 12 credits

Human Anatomy and Physiology I SCB 203* 4

Human Anatomy and Physiology II SCB 204 4

Foundations of Chemistry SCC 210* 4

Social Science: 6 credits

Introduction to Sociology SSS 100 3

General Psychology SSY 101 3

Health Sciences: 2 credits

Community Health SCN 195 2

Dietetic Technology: 26 credits

Foods SCD 100 3

Careers in Food & Nutrition SCD 107 1

Introductory Nutrition SCD 200* 3

Clinical Nutrition A SCD 201 3

Clinical Nutrition B SCD 202 3

Life Cycle Nutrition SCD 203 3

Applied Dietetics SCD 206 2

Production Management SCD 250 3

Principles of Sanitation SCD 251 2

Foodservice Administration SCD 253 3

Cooperative Education (Fieldwork): 5 credits

Dietetic Field Experience I SCD 260 1

Dietetic Field Experience II SCD 221 2

Dietetic Field Experience III SCD 222 2

TOTAL CREDITS: 60

Clinical Preparation

The fieldwork component of the program allows students to participate in the daily operation of a dietetics department under the supervision of a Registered Dietitian. Students directly apply the knowledge received in their dietetic and foodservice management courses to practical experiences at the work site. Health care facilities and community-based nutrition

programs located in the New York Metropolitan Area provide fieldwork experiences for students in the DTP.

**** Students are NOT paid while completing their fieldwork experience.****

Students spend a total of 480 hours over three semesters completing their field experience. Field experience courses are scheduled in Spring I of the first year of the program, and Fall I and Spring I of the second year.

- The first field experience course is foodservice oriented with a particular emphasis on food production and sanitation and safety.
- The second field experience course addresses medical nutrition therapy.
- The third field experience is a service-learning experience in community nutrition.

Students who have previous experience within the field of dietetics may apply for a **waiver from the first fieldwork course- Dietetic Field Experience I**. The **Waiver Application** process is reviewed with students during SCD 107 Careers in Food & Nutrition. If a waiver is approved, it is for the clinical field experience hours **ONLY**. Students receiving the waiver must still register for the course and attend and participate in the weekly seminar.

The Clinical Coordinator maintains the final say as to where, when and IF a student is allowed to enroll in a field experience course.

Curriculum Design

LaGCC follows an enhanced semester system consisting of:

Fall Session 1 - 12 weeks (September to December)

Fall Session II - 6 weeks (January to February)

Spring Session I - 12 weeks (March to June)

Spring Session II - 6 weeks (June to August)

Courses are scheduled **progressively** throughout the program. The program is designed for students to attend classes as full time, day students for each semester in a two-year period once they have applied for candidacy and have been accepted into the clinical phase of the program. However, students may choose to progress through the program on a part-time basis. A faculty advisor can assist you in planning your program.

For the first field experience course students attend classes at least 3 days a week at the college while practicing in fieldwork one full day a week. The remaining two field experience courses have students scheduled at fieldwork two days each week and in classes on campus for at least two days a week. Opportunities also exist for students to complete a portion of their fieldwork hours during the Fall-2 and Spring-2 semesters.

Students who are employed in the food and nutrition department in a hospital or nursing home can request to use their work site as their fieldwork site. Permission of their work supervisor and the DTP Clinical Coordinator is required.

Academic Advisement

Food and nutrition courses are offered once a year at the College. All nutrition majors are assigned a program faculty member to assist them in planning their program of study. Students are required to meet with their food and nutrition faculty advisor when planning their class schedules. If a student makes course selections incorrectly, his/her graduation may be delayed.

Formal advisement for Dietetic Technician majors takes place twice a year—in April / May/ June for Fall I and II, and in November / December / January for Spring I and II.

The schedule of advisement dates is made available to students in the following ways: it is published and distributed by the Office of Academic Advisement, posted on a student's LaGuardia e-mail account, distributed to students by faculty and announced at the Food & Nutrition Club meetings. It is the responsibility of the students to check the schedule for advisement dates.

The Dietetic Technician Program is divided into two distinct phases:

Pre clinical – consisting of required general and elective courses with specific key courses required for candidacy.

Clinical- consisting of all Dietetic Core Curriculum courses and Field Work Experiences.

The total credits required for completion of the program are 60.

Presently, all courses are offered once a year to eligible DT students.

Candidacy

Special progression standards exist for Dietetic Technician majors. Students take courses in the “pre-clinical” phase of the major. To progress to the “clinical” phase, specific criteria must be met. Students must apply for candidacy during the Spring semester. Candidacy Code: DTP000.4699.

“Pre-Clinical” KEY COURSES FOR ENTERING THE DT PROGRAM ARE:

SCB 203 Human Anatomy and Physiology I

SCC 210 Foundations of Chemistry

SCD 200 Introductory Nutrition

ENG 101 Composition I

Pre-Clinical Key Courses must be completed before permission is given to enter the Program. A minimum of a C grade must be obtained in all Key Courses. A cumulative grade point of 2.5 is required for candidacy into the program. To remain in the clinical phase, a student must earn a grade of C or better in all major courses (SCD) and must maintain an overall GPA of 2.0. Major

courses may be repeated only once. If a successful grade is not earned at the second attempt, a student will no longer be eligible to participate in the Dietetic Technician Program.

Dietetic Technician Program Course Sequence

THE "Clinical" Phase SEQUENCE ONLY BEGINS IN THE FALL SEMESTER. SCD COURSES (IN BOLD) MUST BE TAKEN THE SEMESTER LISTED. None SCD courses may be taken during any semester provided you have the prerequisite course. (SCB 204, ENG 102, SSS100, SCN 195, SSY101 and HUC106)

Fall I

SCD 100 Foods	3
SCD 206 Applied Dietetics	2
SCB 204 Human Anatomy and Physiology II	4
SCD 107 Careers in Food and Nutrition	1

Fall II

SCD 251 Principles of Sanitation	2
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Spring I

SCD 250 Production Management	3
SCD 260 Dietetic Field Experience I	1
SCD 201 Clinical Nutrition A	3
ENG 102 Writing Through Literature	3
SSS 100 Introduction to Sociology	3

Fall I

SCD 202 Clinical Nutrition B	3
SCD 221 Dietetic Field Experience II	2
SCN 195 Community Health	2
SSY 101 General Psychology	3
HUC 106 Public Speaking	3

Spring I

SCD 203 Life Cycle Nutrition	3
SCD 253 Foodservice Management	3
SCD 222 Dietetic Field Experience III	2

SCD202 CLINICAL NUTRITION B

3 Credits 5 hours

This course is a continuation of the study of the relationship between diet and disease begun in Clinical Nutrition B. Emphasis will be placed on the dietary implications of gastrointestinal diseases, disease of the liver, pancreas, gallbladder and kidney, cancer, surgery and burns.

SCD222 DIETETIC FIELD EXPERIENCE FIELD III

2 Credits 1 hour seminar + 192 hours

This fieldwork course is a service-learning community nutrition course. Attendance at a weekly seminar is required. Students must provide proper dress, liability insurance, and evidence of a physical examination.

PROGRAM POLICIES

Notice to Students regarding Criminal Background Checks

The Dietetic Technician Program at LaGuardia Community College does not require a criminal background check. The educational requirements of the DTP include placement at one or more hospitals or other off campus clinical training sites, which frequently require a student to undergo a criminal background check before the student can be placed for clinical learning experience. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and the student may be asked by the site to pay the cost of the background check. A student may also have to complete more than one criminal background check during the course of the dietetic Technician Program at LaGuardia Community College, depending on the number of sites where a student is placed and the requirements of each site.

Please note that if a clinical training site determines that a student may not take part in its training program based on the results of a criminal background check, the student may be unable to complete the course requirements and to continue in the Dietetic Technician Program. It is important for all students to consider this before enrolling in the Dietetic Technician Program. LaGuardia Community College has no obligation to refund tuition or fees or to otherwise accommodate a student in the event the student is ineligible to complete the course requirements based on the results of a criminal background check.

Questions regarding Criminal Background Checks and the field of Dietetics should be directed to the NYS Office of Professions at: <http://www.op.nysed.gov>

APPEALS/CONCERNS

Any concerns regarding issues in the DTP/classroom should first be addressed with the course instructor. If at that time the student feels that the issue was not resolved satisfactorily an appointment should be made with the program director to discuss concerns. Concerns should be addressed at the time of occurrence, allowing all involved persons to deal with issues in a timely manner. Procedures for Handling Student Complaints can be found in the LaGuardia Community College Student Handbook. The Student Handbook can be found at http://www.lagcc.cuny.edu/uploadedFiles/Main_Site/Content/Current_Students/Docs/LGCC-Student-Handbook.pdf.

ATTENDANCE

Regular attendance is a College and DTP policy. The maximum number of unexcused absences is limited to 15% of the number of class hours per semester. An "Excused" absence requires an unexpected emergency, is limited to one per semester and requires documentation. Students

who exceed the attendance limit will not receive a passing grade for the course.

Lateness is considered an unprofessional behavior. You are considered late if you enter the classroom after attendance has been taken and/or class has begun. Two late arrivals to class are considered one absence. Leaving class early without faculty approval is considered lateness. The attendance and lateness policies are applicable to both the classroom and clinical setting.

CSTEP

CSTEP stands for the Collegiate Science and Technology Entry Program. Funded by the New York State Education Department, CSTEP strives to expose, attract, and assist eligible college students in considering and pursuing careers in science, health careers, and technology. The CSTEP office is here to offer tutoring and advisement. Please apply to the program by filling out an application in Room E342. Ask Mr. Bradley Maurer for details. 718-482-5261 or visit the web site at <http://www.lagcc.cuny.edu/CSTEP/default.html>.

CURRICULUM SEQUENCE

All DT students are expected to follow a recommended sequence of clinical courses. Students who are out of curriculum sequence are not guaranteed a seat in a course each semester. DT Students accepted in the clinical phase of the program may wait up to one year for a seat in a core curriculum (SCD) course after meeting pre-requisite and co-requisite courses.

EPORTFOLIO

The DTP is dedicated to a student's completion of a professional ePortfolio. Initial development of the ePortfolio will begin in SCD 107 Careers in Food and Nutrition. Students must save all their written work on a travel drive for easy upload of required assignments. Students will be provided with technical support throughout the curriculum in depositing work to the ePortfolio including the assessment section. In the program's capstone course, SCD 253 Foodservice Administration, students complete their ePortfolio which allows them to document their educational journey through the College and in the DTP.

ETHICAL BEHAVIOR

The practice of dietetics is governed by ethical principles, which provide a guide to proper conduct for all members of the profession, including students and faculty. You will find a copy of the Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics at <http://www.eatright.org/About/Code.aspx?id=7602&terms=ethics> and located in the appendix of this Handbook. The College also has a Code of Conduct and other documents that describe the ethical behaviors expected of students and can be found in the LaGCC Student Handbook at http://www.lagcc.cuny.edu/uploadedFiles/Main_Site/Content/Current_Students/Docs/LGCC-Student-Handbook.pdf. These policies are generally discussed during Freshman Seminar.

Students are expected to adhere to the ethical principles of the college and the dietetics profession.

EXAMINATION AND ASSESSMENT POLICIES

Periodic examinations (including tests, quizzes, and laboratory practicals) are used by the course instructors to evaluate students' mastery of course material. Examinations are given at the times specified in the syllabus of each course. Examinations begin and end promptly; no allowance is made for lateness. The following behaviors are expected of students during examination periods.

- Silence.
- Eyes on your own work only
- Bring to every examination: One pen, two pencils, one small pencil sharpener and one eraser. Pencil cases may not be used.
- See the instructor or examination proctor if you need more paper, an eraser, or anything else.
- No dictionaries, notes, phones or electronic devices are allowed unless requested by the Americans with Disabilities Act.

With regard to assignments, unless the assignment is designed to be done by several individuals working together, students are required to submit their own work. Words or ideas taken from the work of another person must be acknowledged by footnotes and/or quotation marks. Plagiarism, including using the work of another student, is considered cheating. Students found violating any of these rules will receive a grade of 0 (zero) on the examination, assignment or paper. The instructor may assign a grade of F for the entire course for serious violations. The instructor will file an Academic Integrity Complaint and procedure outlined in the Academic Integrity Brochure will be followed. Please see information at <http://library.laguardia.edu/files/pdf/academicintegritypolicy.pdf>. Each SCD Course Syllabus clearly identifies grading criteria and outlines exam requirements for both written and practical exams. There are no make-up examinations for academic or clinical practical exams.

FIELDWORK

Students who successfully complete SCD 100, SCD 107 and SCD 251, are eligible for their first scheduled fieldwork placement SCD260. Students enrolled in the fieldwork courses must attend a weekly seminar class. In addition students are required to purchase liability insurance and have completed a physical exam. Upon successful completion of SCD 260 and SCD 201, students will be enrolled in SCD 221 Fieldwork II. Successful completion of SCD 221 and SCD 202 allows students to enroll in SCD 222. All fieldwork placements are determined by the Clinical Coordinator for the DT Program. New York State Department of Health and CUNY require a student to have a complete physical exam before the start of the fieldwork assignments. The examination must be current within one year of each of the student's fieldwork assignments. The Program will provide the necessary forms and information. All fieldwork is unpaid; however some facilities offer complementary lunch to the student. Attendance, promptness and

professionalism are essential for all three fieldwork experiences. Failure to comply with these policies may result in the lowering of your grade at the discretion of the program director and /or program faculty. The Clinical Coordinator must be notified of all absences by telephone before the start of the day on which the student is absent.

FIELDWORK PLACEMENT POLICIES

Deadline dates for fieldwork placement materials and purchase of liability insurance are discussed in SCD 107 and should be reviewed and discussed with the fieldwork coordinator. Students who fail to comply with this requirement should not expect to be placed. Prior to fieldwork placement, students must have a physical examination at their own expense. The student may be required to submit proof of special vaccinations and immunizations for certain fieldwork sites. Testing for drug and alcohol abuse and background checks may be required for some placements. Some placements require that the student receive a medical physical examination by their own staff. Forms for the physical are available from the fieldwork coordinator. A letter of medical clearance may be required. Please contact the Clinical Coordinator for further clarification. Students must complete all prerequisites before beginning fieldwork.

Assignments to the fieldwork sites are made by the fieldwork coordinator. Consideration is given to the student's abilities, and needs, as well as the availability of centers, which can provide learning experiences appropriate for the individual student. It is important that the student be prepared to travel some distance to the fieldwork site, as it is frequently not possible to place students in centers close to their homes. Also, some of the most clinical and technologically advanced centers may be inconveniently located, yet offer outstanding learning opportunities.

Although the program attempts to provide fieldwork assignment for students as soon as they have completed the prerequisite course, this may not always be possible. With managed care and an increasing number of dietetic programs competing for fieldwork sites the program may occasionally have to hold over some placements for an additional semester. The program cannot guarantee an immediate placement upon completion of all coursework.

CONFIDENTIALITY

During field experience courses the DT student is entrusted with information of an intimate nature. It should be understood that the confidentiality of information from medical records, employee records, and financial records must be maintained. Confidentiality in discussion in classrooms or at clinical sites is also essential. As part of SCD 107 all students are required to complete the Health Insurance Portability and Accountability Act (HIPAA) of 1996 training and retain their certificate of training for their records.

STUDENT REPLACEMENT OF EMPLOYEES

Dietetic Technician students will not routinely replace regular employees at facilities except for in the case of specific professional staff experience that is necessary to complete assigned learning activities.

DRESS CODE FOR FIELD EXPERIENCE

Students reporting to field experience sites in improper attire will be dismissed to change into proper attire. Time lost for this reason is considered absence time. Make-up time is not available. The following attire is required at all field experience sites:

- White, button, full-length lab coat. The lab coat must be clean, wrinkle-free, and in good condition. The lab coat must not be adorned with extra buttons on the sleeves, or cuffs.
- Name tag. All students must wear a LaGCC photo ID tag. The name tag must be worn on or above the top left pocket and must be in view at all times.
- Hair restraints must be worn in food preparation areas.
- Professional attire. For all students this means:
 - Closed toe and heel dress or casual shoes with low to moderate heels. Clogs are not permitted.
 - Duty shoes and sneakers are not permitted except when assigned to food service areas. If worn in these areas, they must be clean, low, in good condition, and made of leather.
 - Jeans, jean skirts, jean-style pants, and shorts are not permitted.
 - Tattoos must be covered at all times.
 - Visible body piercings (e.g. tongue, eyebrow, nose, etc.) are not allowed. Pierced ears are permitted with post type earrings only.
 - Colognes and perfumes are not allowed.

Personal appearance

For males:

- T-shirts are not permitted.
- Wedding bands are the only jewelry permitted.
- If hair is longer than shoulder length, it must be confined to prevent contamination and promote safety.
- Fingernails must be trimmed to a moderate length. Nail polish is not permitted.
- Socks must be worn.
- Facial hair must be cleanly shaven. Beards and mustaches must be neatly trimmed.

For females:

- Socks or hosiery must be worn.
- Exposed midriffs, low cut tops, shorts, miniskirts, Capri pants, cropped pants, and clam diggers are not permitted.
- Wedding bands and engagement rings are the only rings permitted.
- Earrings must be modest in size, post style only, and limited to one pair.
- If hair is longer than shoulder length, it must be confined to prevent contamination and promote safety.
- Fingernails must be trimmed to a moderate length. Nail polish is not permitted in food

service areas. Artificial nails are not permitted.

Note: Additional dress regulations imposed by a field experience facility supersedes those of the Dietetic Technician Program.

FILMING

Filming and taping classes is at the discretion of the course instructor and must be discussed with each faculty member at the beginning of class. Videos taken as part of a course are for LaGuardia educational purposes only and should not be posted on public sites.

GRADING GUIDELINES & STANDARDS FOR ALL DT COURSES

Grading standards and policies for each course are included in the syllabus for that course. The minimum passing grade for all Dietetic Technician courses is “C”.

All exams must be taken at the time scheduled. There will be no make-up exams.

All students are expected to exhibit professional behavior in attendance, punctuality, cooperation, relationships with peers, and conduct in the classroom, laboratory activity and facilities. If a student fails to live up to these standards, the student’s grade for the course may be reduced up to a full grade at the discretion of the course instructor, clinical coordinator, or program director.

Any student observed to be talking, glancing at another student’s paper, passing notes to another student, or using written aids (“cheat sheets”) during an exam will be subject to the penalties described in the LaGuardia Policy on Academic Integrity.

Any student who commits plagiarism or any other violation of academic integrity will be subject to the process described in the college’s brochure on Academic Integrity.

If a student does not complete a DTP course with a grade of A, B, or C, the student will not be allowed to progress to the next DT course for which that course is a pre-requisite.

A grade lower than a “C” in a DTP course will be entered as an “F” in the course. If a grade of “F” is received in any course within the clinical phase of the program, the same course must be successfully completed before progressing through the program.

If a student has previously received a grade of “F”, “W”, or “WU” for any dietetic technician (SCD) course, failure to complete that DTP course with a grade of A, B, or C, within one repeated attempt will result in dismissal from the DTP. If a student receives a grade of “F”, “W”, or “WU” for more than one dietetic technician (SCD) course, the student will be dismissed from the Dietetic Technician Program.

NOTIFICATION

Students are provided with feedback and grades from all exams completed in the DTP. Faculty members conduct individual conferences with all students after the first exam in each course and as needed throughout the semester. Midterm notification is provided to those students scoring less than 70% at midterm on the oral and/or written component of the course.

HEALTH SERVICES

The Health Services Center located in MB 40 offers immunizations, flu vaccines, confidential testing for sexually transmitted diseases, health counseling, and Hepatitis B vaccines. Emergency Medical Technicians and nurses are available to respond to on-campus emergencies. Please call public safety in case of an emergency at x5555 or non emergency at x5588.

INFORMED CONSENT

Students are expected to participate as subjects and simulated patients during laboratories and classroom demonstrations. Students may be asked to be photographed, audio taped or videotaped for instructional purposes. Pictures may be displayed on the DTP website or the DTP bulletin board. A signed consent form will be kept in the departmental student record.

JOB PLACEMENT

The college offers job placement information. There is a bulletin board in the Food & Nutrition section of the Health Science Office (E-300) devoted specifically to current job notices. Many students are recruited by their fieldwork placement for subsequent jobs. The Employment Services Center offers resume and interviewing skills assistance. Interviewing skills workshops are also given periodically by student services counselors; check with the Information Desk in the main building for details. This area is also discussed during the seminar class. Please visit the website at <http://www.laguardia.edu/carrerinfo>. In addition to job listings posted on the Food & Nutrition bulletin boards, the Program Director and Faculty are also available to refer students, to write letters of recommendation and to provide background information on the various facilities offering positions.

OFFICE FOR STUDENT SERVICES AND DISABLED STUDENTS PROGRAM

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, LaGCC has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office for Students with Disabilities (OSD) provides advocacy to ensure access to all college programs and facilitates the transition to college life for students with disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and include:

- academic, career and personal counseling
- priority registration
- academic advisement
- support services such as readers, note takers, and tutors; proctoring exams for students, and the use of the assistive technology lab

The Office for Disabled Students is in M102. Contact: 718-482-5279

DIETETICS LABORATORY

The DTP laboratory is designed for the instruction and practice of skills. Eating, drinking, and smoking are prohibited during laboratory sessions. No food is to be brought into the laboratory. Access to the DTP laboratory outside of class time is at the discretion of the Program Director. The technician may schedule certain hours each term in which the labs will be open for students to complete work or to practice skills. Access outside these scheduled times is not possible. The laboratory may be used for:

- Practice and completion of projects by students during free time
- Independent projects that may be assigned by a DT Faculty Member
- Scheduled re-demonstrations by the college laboratory technician
- Study and practice in preparation for practical laboratory examination, under supervision of college laboratory technician

All students must be supervised by the DT lab tech when using equipment. Access must be arranged through the DTP College Lab Technician (CLT). The CLT may be available to answer questions or help students review skills. It may not always be possible to do this on a one-on-one basis, and it is recommended to arrange small groups to work with the CLT. In order for students to receive the most benefit from the laboratory, students must learn where all the lab equipment and supplies are located / stored. Students are expected to take only the quantity of supplies needed for required projects. When students finish with the equipment, they are expected to restore it to its original condition, return it to its proper place, and clean up the area used. Since most lab equipment and supplies are very expensive, students must exercise extreme caution when using any laboratory items. Students may be held liable for damage due to misuse or neglect. The laboratory is to be used only by DTP students. Friends, children, etc. will be asked to leave. Laboratory Safety is to be maintained at all times. Please refer to laboratory safety guidelines, provided by the DTP's CLT.

DECLARATION OF PLURALISM

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community. We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class. As a pluralistic community we will:

- * Celebrate: individual and group diversity.
- * Honor: the rights of people to speak and be heard on behalf of pluralism.
- * Promote: intergroup cooperation, understanding and communication.

- * Acknowledge: each others' contributions to the community.
- * Share: beliefs, customs and experiences which enlighten us about members of our community.
- * Affirm: each others' dignity.
- * Seek: further ways to learn about and appreciate one another.
- * Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability, discrimination, ageism, classism and ethnocentric that fragment the community into antagonistic individuals and groups.

SAFETY

On Campus: All DTP students must follow the guidelines for laboratory safety, fire safety and medical emergency. All students and faculty must register for the CUNY Alert system. LaGuardia Community College has implemented an Emergency Notification System called CUNY Alert. The Emergency Notification system works in conjunction with the college's Emergency Procedures. The CUNY Alert System will be used to notify faculty, staff, and students via SMS/e-mail/phone in the event of an incident. The CUNY Alert System is composed of several methods to notify and inform the campus community in the event of emergencies. The appropriate modes of notification of distribution will be determined by the incident and population affected. These include, but are not limited to, cell phone, text-messaging, email and land-line telephone. It is the policy of the City University of New York and LaGuardia Community College that: Students and employees are encouraged to promptly report all safety hazards, illegal and or suspicious activities, loss of property, illness or injury to the Public Safety Department (Room E-100) or to any officer by calling 5555 for emergencies and 5558 for non emergencies. Off Campus: During late evening hours Public Safety, upon request, is available to assist students, faculty and staff walking to the #7 train or to the college parking lots by forming groups that can walk together. Students are encouraged to travel in groups and to be aware of their surroundings. Students must report all incidents in their facility to their supervisor. Each fieldwork coordinator has the phone number of the DTP's Clinical Coordinator.

SOCIAL MEDIA

HIPAA regulations forbid discussions or the placement of pictures of clinical sites, clinical instructors and patients on public sites such as Facebook, Linked in, etc. This policy will be strictly enforced by the DTP. Violation of HIPAA policies may result in dismissal from the program.

STUDENT LIABILITY INSURANCE

All DTP students on fieldwork are required to carry liability insurance. See the fieldwork coordinator for an application and information regarding fees. A valid policy is essential prior to the first clinical day, and the student is advised that it takes approximately two weeks for the insurance provider to process an application. Failure to comply with this requirement will result

in the students being denied access to fieldwork, and may necessitate waiting an additional term (or longer) to begin fieldwork

STUDENT RIGHTS AND APPEALS PROCESS

A statement of Nondiscrimination, a declaration of Pluralism, a policy against Sexual Harassment and Policies and Procedures Concerning Sexual Assault are published in the LaGuardia Student Handbook 2009/2010 which can be found on the college website and distributed by the Office of Student Life, Division of EM&SD, Room M-115. In addition, policies on academic integrity, student rights and responsibilities, affirmative action, student complaints and medical withdrawal can be found in the SOURCE which is published by LaGuardia Community College and distributed by the Office of Student Life. The Academic Appeals process of the college is described on page 180 of the 2011/2012 college catalog.

**LaGuardia Community College
City University of New York
Dietetic Technician Program**

HANDBOOK RECEIPT

STUDENT AGREEMENT

I have read and understood the contents of this DTP Student Handbook and agree to comply with all policies and standards in this handbook.

Student Name

Student Signature

Date

**LaGuardia Community College
City University of New York
Dietetic Technician Program**

INFORMED CONSENT FORM

I understand that I am expected to participate as a subject or simulated patient during laboratories and classroom demonstrations. I give my permission to be videotaped, photographed or audio taped for institutional purposes. My picture may be displayed on the program website or program display board for education purposes.

Student Name

Student Signature

Date

IMPORTANT TELEPHONE NUMBERS

Academic Support Services	M311 718-482-5921
Admissions	M147 718-482-7206
Bursar Window	M Basement Lobby 718-482-7226
Counseling Department	B100 718-482-5250
English Writing Center	E111 718-482-5688
Enrollment Services (Registrar, Student Records)	C107 718-482-6070
Financial Services	C109 718-482-5007
Health Services Center	MB40 718-482-5280
International Student Services	M166 718-482-5145
Library	E101 718-482-5426
Office for Students with Disabilities	M102 718-482-5279
Public Safety and Lost and Found	E100 718-482-5558
Student Life and Development	M115 718-482-5190