

NUTRITION SCIENCE DEPARTMENT

STUDENT HANDBOOK

2011-2012



THE SAGE COLLEGES
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Troy, New York 12180

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INTRODUCTION

This handbook contains information about the Nutrition Science Department Didactic Program in Dietetics (DPD). Included is information regarding Program Mission, College Mission & Philosophy, the faculty, program requirements, applying to Dietetic Internship (DI), and other policies and procedures that faculty have established to guide students through the educational process.

Please refer to this handbook throughout your tenure in the Nutrition Program. By accepting admission into this program the student assumes responsibility for all professional behaviors, policies and procedures cited in this handbook, as well as those in the College catalog.

We are excited about the program that we offer in Nutrition and are pleased that you have chosen to become a Nutrition and/or Dietetics professional. We wish you every success in your chosen career.

Nutrition Science Department Faculty and Staff

Program Accreditation

NEW YORK STATE CERTIFICATION

The New York State Education Department (NYSED) certifies nutritionist/dietitians (CDN) status to those who meet the qualifications. The Sage Nutrition Science major meets the educational components for New York State Certification. The NYSED web site, www.nysed.gov, provides the most up-to-date information and application procedures for this credential.



AMERICAN DIETETIC ASSOCIATION ACCREDITATION

The Didactic Program in Dietetics (DPD) at Russell Sage College is accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association (ADA), a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the United States Department of Education. The address and phone number of CADE are: American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-4876.

CALENDARS

MARK YOUR CALENDARS

2011 – 2012

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For all students to attend

Brown Bag Lunch – Student Networking (12:30-1:50)	September 7
Annual Mandatory Orientation & Pizza Lunch (12:30-1:50)	October 5*
NNM Networking Night (3:00-5:30)	March 22

**The following students do not need to attend this session: 1)BS seniors, 2) MS-Dietetics track students in their last year, 3) graduate students in the Post-Baccalaureate program who are in their last year, and 4) MS students (not dietetics). All other BS students, first year Post-Baccalaureate students and first year MS-dietetics track students must attend this session.*

MARK YOUR CALENDARS

2011 – 2012

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For seniors as well as MS-dietetics track seniors

Juniors are highly encouraged to attend DI info sessions

DPD/DI Pre-Select (Early Admission) Information Meeting (12:30–1:50)	September 14
DI Application Workshop - Part 1 (12:30-1:50)	October 12
DI Application Workshop – Part 2 (12:30-1:50)	December 7
Graduating Students NTR Reception – Time TBA	May 11*

**Only for graduating BS students and graduating MS-dietetics track students and their invited family members. (Graduating MS students who finish their thesis work will celebrate with the faculty at the SGS Research Symposium)*

For ALL MS students and DI students

SGS Research Symposium (11:00–4:00)	April 28
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For NTR Club students and DI students

All nutrition students are highly encouraged to attend

NYSDA Annual Meeting – Albany, NY	May 4-5
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THE SAGE COLLEGES

NUTRITION SCIENCE DEPARTMENT CALENDAR 2011 – 2012

FALL, 2011

Opening Faculty Meeting	August 24
Classes Begin	August 29
Add/Drop Period	August 29 – September 6
Labor Day – no classes, offices closed	September 5
Brown Bag Lunch – Student Meet & Greet (12:30-1:50)	September 7
BS/MS Info Session (11:00-1:00)	September 8
Nutrition Dept. Meeting (12:45)	September 12
DI Pre-Select Information meeting (12:30) – ACK 300	September 14
Nutrition Dept. Meeting (12:45)	September 19
Convocation - Bush Memorial Hall (12:30)	September 21
Nutrition Dept. Meeting (12:45)	September 26
Nutrition Dept. Meeting (12:45)	October 3
December Graduation Applications Due	October 3
BS/MS Info Session (10:00-12:00)	October 5
Annual Mandatory Orientation Pizza Lunch (12:30-1:50)	October 5
October Travel & Study Days	October 8- 11
Columbus Day – no classes, offices closed	October 10
October 11 – No classes, offices open	October 11
SCA Mid-Term Grades Due	October 11
RSC Early Warnings Due	October 11
DI Application Workshop: Part 1 – ACK 300 (12:30)	October 12
World Hunger Day	October 16
Nutrition Dept. Meeting (12:45)	October 17
Nutrition Dept. Meeting (12:45)	October 24
Nutrition Dept. Meeting (12:45)	October 31
Last Day to WD from undergraduate class	November 4
Last Day to opt for Pass/Fail option	November 4
Nutrition Dept. Meeting (12:45)	November 7
DI Information Session-ACK 300 (11:30-1:30)	November 10
Nutrition Dept. Meeting (12:45)	November 14
BS/MS Info Session (10:00-12:00)	November 15
Nutrition Dept. Meeting (12:45)	November 21
Thanksgiving Break	November 23-27
Nutrition Dept. Meeting (12:45)	November 28
Nutrition Dept. Meeting (12:45)	December 5
DI Application Workshop: Part 2 – ACK 300 (12:30)	December 7
BS/MS Info Session (12:00-2:00)	December 8
Last Class Day (RSC/SCA)	December 9
Nutrition Dept. Meeting (12:45)	December 12
Reading Day (RSC/SCA)	December 12
RSC WORLD Conference	December 12
Final Exams (RSC/SCA)	December 13- 16
Last Class Day/Exam (SAW/SGS)	December 16
Fall Grades Due	December 20

SPRING, 2012

BS/MS Info Session (10:00-12:00)	January 9
Nutrition Dept. Retreat (9:00-1:00)	January 10
DI Information Session (11:30-1:30)	January 13
Martin Luther King Day – offices closed	January 16

Classes Begin	January 17
Add/Drop Period	January 17-20, & 23
Nutrition Dept. Meeting (12:45)	January 23
Nutrition Dept. Meeting (12:45)	January 30
Nutrition Dept. Meeting (12:45)	February 6
BS/MS Info Session (12:00-2:00)	February 8
Nutrition Dept. Meeting (12:45)	February 13
DI Computer Matching Deadline	February 15
Filing Deadline for May graduation	February 15
Nutrition Dept. Meeting (12:45)	February 27
SCA Mid-term Grades Due	March 2
RSC Early Warnings	March 2
Spring Break	March 3-11
Nutrition Dept. Meeting (12:45)	March 12
DI Advisory Board Mtg. (8:00-10:00)	March 15
BS/MS Info Session (1:00-3:00)	March 15
Nutrition Dept. Meeting (12:45)	March 19
Nutrition Networking Night (3:00-5:30)	March 22
Registration 2012-2013 opens	March 26
Nutrition Dept. Meeting (12:45)	March 26
DI Applicant Notification Day	April 1
Nutrition Dept. Meeting (12:45)	April 2
Last Day to WD from undergraduate class	April 2
Last Day to opt for Pass/Fail Option	April 2
DI Appointment / Acceptance Day	April 3
DPD Advisory Board Meeting (8:00-10:00)	April 4
Nutrition Dept. Meeting (12:45)	April 9
BS/MS Info Session (12:00-2:00)	April 11
Nutrition Dept. Meeting (12:45)	April 16
Nutrition Dept. Meeting (12:45)	April 23
Last Class Day (RSC/SCA)	April 27
SGS Research Symposium	April 28
RSC WORLD Conference	April 30
Reading Days (RSC/SCA)	April 30 & May 1
Final Exams (RSC/SCA)	May 2- 4, & 7
NYSDA Meeting (Albany, NY)	May 4 - 5
Last Class/Exam (SAW/SGS)	May 7
Graduating Student Grades Due	May 8 (noon)
BS/MS Info Session (12:00-2:00)	May 9
Graduating Students NTR Reception (Time TBA)	May 11
All other grades due	May 11 - 5:00 p.m.
Baccalaureate Ceremonies	May 11
Commencement	May 12
<u>SUMMER, 2012</u>	
Session I Begins	May 14
Nutrition Dept. Retreat (9:00-3:00)	June 4
Session I ends	June 25
Session I grades due	June 29
Session II begins	July 5
Session II ends	August 15
Session II Grades Due	August 17
Summer III Session Grades Due	August 17
Computer maintenance window	August 17-24

DEPARTMENT OF NUTRITION SCIENCE

- **Mission, Vision, Goals**
- **Program Definitions**
- **Program Faculty**
- **DPD Advisory Board Members**
- **Nutrition Club Officers**
- **Nutrition Science Majors**

Vision, Mission, and Goals

Vision

The vision of the Nutrition Science Department is to be recognized as a leading nutrition program in the Northeast.

Mission

Our mission is to advance the field of nutrition through scholarship, outreach, and training of future leaders.

Goals

The goals of the Nutrition Science Department derived from the departmental strategic planning document are:

- Goal 1.** Position the department for sustainability and growth
- Goal 2.** Prepare students to be leaders in nutrition
- Goal 3.** Create a dynamic environment where faculty collaborates with internal and external partners to conduct and publish research
- Goal 4.** Enhance the local and national reputation of the department

Program Notes

The Nutrition Science program, because of its small size, encourages the exchange of ideas and information among students and between students and faculty to enhance the learning process. The faculty members recognize that students develop personally and professionally as they experience the scientific, management and liberal studies approaches to problem identification and solution. The faculty encourages students with diverse talents and backgrounds to enter the Nutrition Science program.

PROGRAM DEFINITIONS

BS/UNDERGRADUATE STUDENT

BS/Undergraduates are students who have NOT completed a bachelor degree in any field of study. In addition to the traditional students who are entering college as freshmen for the first time, this would also include those students who have earned an associate degree or someone who has transferred from a different institution into the nutrition program without having earned a bachelor degree elsewhere.

The BS degree in Nutrition Science houses the Didactic Program in Dietetics (DPD) which fulfills the undergraduate requirements for the American Dietetic Association accreditation. Thus, students graduating with a BS degree and who successfully complete all DPD coursework* will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship.

BS/DPD-DIETETICS STUDENT

BS/DPD-Dietetics students are those students who have earned a bachelor degree in a field other than nutrition and dietetics and have enrolled in the BS program for the sole purpose of taking the required undergraduate courses to allow them to become eligible for a dietetic internship, with the ultimate goal of becoming a registered dietitian (RD). BS/DPD dietetics students may decide to only complete the dietetics coursework or continue on to complete the bachelor's degree in nutrition.

BS/DPD-Dietetics students may have been eligible to enroll in the master's program in nutrition (see below MS/DPD), but have chosen the BS route for one of several reasons, for example, financial reasons- A substantial scholarship that rendered the BS tuition more affordable than the MS.

All rules that apply to the undergraduate BS students also apply to the BS/DPD students. Thus, BS students who successfully complete all DPD coursework* will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship.

POST-BACCALAUREATE/DPD-DIETETICS GRADUATE STUDENT

Post-Baccalaureate/DPD-Dietetics graduates are those students who have earned a bachelor degree in a field other than nutrition and dietetics and are currently taking the required undergraduate courses to allow them to become eligible for a dietetic internship, with the ultimate goal of becoming a registered dietitian (RD). These students enroll in the Post-Baccalaureate in Nutrition Science certificate program.

All rules that apply to the undergraduate BS students also apply to the Post-Baccalaureate/DPD students. Thus, Post-Baccalaureate students who successfully complete all DPD coursework* will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship.

**Students need to receive a grade of C or above in SCI 120, HMN 201 and all NTR courses, as well as have an overall GPA of 3.0 or above in order to successfully complete the DPD and obtain a verification statement.*

MS GRADUATE STUDENT

MS graduates are students who already have a BS in nutrition or in another field and have joined the graduate program to complete the master's requirements and NOT the dietetics requirements. Please refer to the MS section of this handbook for a list of our MS coursework.

DIETETIC INTERNSHIP (DI) GRADUATE STUDENT

The Dietetic Internship at Sage is only for students who have successfully completed at least a baccalaureate degree and the minimum academic requirements established by The American Dietetic Association (i.e., DPD coursework). Successful graduates of the program are eligible to apply for active membership in The American Dietetic Association and to take the registration examination to earn "R.D." status.

Competition for Dietetic Internships is extremely fierce, so if you are considering applying to a dietetics program to become a Registered Dietitian, try to get as much information as possible to improve your chances at getting the internship experiences required to sit for the RD exam:

- Be sure to attend the department's orientation and as many of the DI workshops as possible.
- We encourage you to learn about as many DI programs as you can to understand what is available and to refine your area of interest. Some DI programs schedule open houses for students, so be sure to ask them if this is an option.
- Go to the ADA website: www.eatright.org for more information.

NOTE

MS/DPD- Dietetics Students will be referred to as Post-Baccalaureate students throughout this Handbook.

MS/DPD- Dietetics = Post-Baccalaureate

**NUTRITION FACULTY AND STAFF DIRECTORY
2011-2012**

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FACULTY BIOGRAPHIES

We are proud of our energetic and progressive faculty. They bring their educational, clinical and research specialization to each of the programs, producing a quality curriculum. Some of the clinical specialties represented by our faculty include pediatrics, geriatrics, genetics, diabetes, management, community nutrition and public health. We enjoy a low student-to-faculty ratio, which gives you many opportunities for faculty-student collaboration in special projects and for teaching assistantships.

NUTRITION SCIENCE FACULTY

RAYANE ABUSABHA, Ph.D., R.D, Dietetic Internship Director received her bachelor's degree in Food Technology and Nutrition from the American University of Beirut, Lebanon, and her masters and doctoral degrees in Nutrition from The Pennsylvania State University, University Park, Pennsylvania. She completed her dietetics internship at Hershey Medical Center, Hershey, PA. Her postdoctoral work was in program evaluation and nutrition education and behavior. Before joining Russell Sage, Dr. AbuSabha was the Executive Director of the Health Research Science Board at the New York State Department of Health working in the area of breast cancer research. She also served as a Social Science Research Analyst at the Office of Analysis, Nutrition and Evaluation, Food and Nutrition Services, U.S. Department of Agriculture where she worked on evaluating the WIC and Medicaid Programs. Finally, as a Research Associate at The Pennsylvania State University, she was involved in a variety of research projects including studying the dietary patterns of older adults, evaluating distance learning media, and applying and evaluating

facilitated nutrition education in WIC clinics. Dr. AbuSabha taught nutrition at Penn State for over a decade and provided instruction using traditional and distance-learning formats. She is widely published in the areas of nutrition education and community nutrition. She has authored articles in many journals including Journal of the American Dietetic Association, Journal of Nutrition Education and Behavior, Health Education and Behavior, and Journal of Family and Consumer Sciences. She currently serves as the Chair of Area 7 Dietetics Educators for Practitioners Group. Dr. AbuSabha has received a number of awards including the 2010 Dannon Mid-Career Leadership Award. She teaches the lecture courses required for the Dietetic Internship Certificate and coordinates the DI practicum placements and assignments. In addition, she teaches Special Topics in Nutrition NTR 448, and Directed MS Thesis Research NTR 690 and 691.

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MELODIE BELL-CAVALLINO, MS, RD, CDN, FADA, Associate Professor, has worked with The Sage Colleges since July, 1990, when the Dietetic Internship (DI) program began. She received a BS degree in General Dietetics while completing the dietetic internship requirements via the Coordinated Program from Rochester Institute of Technology and a MS degree in Health Education from Sage Graduate School (SGS). Ms. Bell-Cavallino is a Registered Dietitian, NYS Certified Dietitian/Nutritionist and achieved an advanced credential as a Fellow of The American Dietetic Association in 1996. Prior to working at Sage, Melodie worked for the New York State Department of Health, Bureau of Long Term Care Services where she participated in the regulation

and monitoring of quality of care in nursing homes. Ms. Bell-Cavallino's area of practice has focused primarily with the elderly and nursing home care. She has also consulted with a variety of organizations from the Association for Retarded Citizens, a major pharmaceutical company, and Head Start Programs to fitness centers and with Dr. Sharon Alger at Albany Medical College on the Lifestyle Challenge Program, a 20-week weight management program that focuses on developing healthy lifestyle habits. Professional activities have been a priority also. Ms. Bell-Cavallino is currently a Program Reviewer/Site Visitor for the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association to accredit dietetic programs. She has also held several positions on the Boards of the Hudson Valley Dietetic Association and the New York State Dietetic Association; was a delegate for the New York State Dietetic Association to The American Dietetic Association's House of Delegates from 1995-2000, served on the Association Membership Committee of the ADA, and during the 1998-99 year was the chair of this national committee. She teaches Food Service System Management NTR 313. bellcm@sage.edu

STEPHANIE DIBACCO, MBA, RD, CDN, Didactic Program in Dietetics Director and BS Coordinator, received a Bachelor of Science Degree in Human Nutrition and Foods from Virginia Polytechnic Institute and State University in Blacksburg, Virginia, and completed her dietetic internship at University Medical Center in Tucson, Arizona. She began her career locally at Albany Medical Center (AMC) as a Clinical Dietitian, then soon assumed the role there as the Clinical Nutrition Manager with the Aramark Healthcare Management team. In 2002, she received an award for Outstanding Clinical Leadership and innovation from Aramark Healthcare.

During this time Ms. DiBacco also completed a Masters degree in Business Administration from The College of Saint Rose in Albany, NY. Still at AMC, she was then promoted to the position of General Manager of Food and Nutrition Services. Ms. DiBacco has also held positions within the Hudson Valley Dietetic Association: President, Newsletter Chair, and PR/Media Consultant. From her works with HVDA and AMC, she was recognized in 2001 as the New York State Dietetic Association Registered Young Dietitian of the Year, and then in 2007 received from the NYS Dietetic Association the Isabelle Halahan Award for outstanding leadership in Food Service Management. She teaches Nutrition and Human Disease NTR 417, Introduction to Food Science NTR 211 and Food Service System Management NTR 313, Advanced Nutrition NTR 311 and Advanced MNT NTR 525. dibacs@sage.edu

EILEEN FITZPATRICK, MPH, RD, received a Bachelor of Science Degree in Psychology from Tufts University, as well as a Bachelor of Science in Nutrition from Russell Sage College and completed a dietetic internship at Sage Graduate School. She received a Masters of Public Health from the School of Public Health, University at Albany and is currently completing a Doctorate in Public Health. Her previous work experience includes seven years of biochemical research at the Wadsworth Center for Labs and Research, New York State Department of Health (NYSDOH). In addition, she has worked with the Division of Nutrition, NYSDOH, on participant retention in the New York State WIC program; the Bureau of Communicable Disease Control, NYSDOH evaluating listeriosis in New York State; and the Obesity Prevention Program, NYSDOH, on improving breastfeeding rates in New York State. Ms. FitzPatrick is co-author of numerous scientific publications and has presented original research at professional

meetings including the New York State WIC Association, the New York State Dietetics Association and the American Public Health Association. Ms. FitzPatrick is a part time faculty in the Nutrition Science Department. She teaches Nutritional Epidemiology and Advanced Food Science NTR 402/502. fitzpe@sage.edu

SONYA IRISH HAUSER, PhD, Graduate Program Director and Assistant Professor, MS Nutrition Science Program Director, received Bachelor's degrees in Psychology (Houghton College) and Nutrition Science (Russell Sage College), a Master of Science degree in Nutrition Communication (Tufts University), and a Doctoral degree in Food Policy and Applied Nutrition (Tufts University). Her academic work includes research in the areas of childhood obesity, family and community approaches to obesity prevention, and use of multimedia and web-based technology in health promotion. Other interests include environmental approaches to health behavior change and health and social marketing. Most recently, she has focused on development, implementation and various modes of dissemination for nutrition and physical activity curricula aimed at elementary school children. She has authored numerous scientific papers and speaks regularly at academic meetings and conferences. As well, she writes and contributes to articles for popular press and consults for various public health organizations, community groups, food companies, and commodity boards on a regular and on-going basis. She teaches Principles of Nutrition SCI 120, Nutrition Communication NTR 555, Weight Management NTR 562, and Nutrition Programs and Interventions NTR 561. hauses@sage.edu

NINA MARINELLO, PhD, Chair, Nutrition Science Department, received a bachelor's degree in biology from St. Joseph's College, Brooklyn, New York. She earned her master's degree in Natural Sciences and a doctoral degree in Molecular Biology from Roswell Park Memorial Institute, SUNY Buffalo. She was a research scientist in recombinant vaccine development at the Wadsworth Laboratories, New York State Department of Health. After years in the laboratory, Dr. Marinello returned to the classroom to pursue her interest in nutrition. This led her to The Sage Colleges where she received a second bachelor's degree in nutrition science and began her academic career in nutrition. Dr. Marinello was the first Coordinator of Sports Nutrition Education in the Department of Athletics at UAlbany, Albany, New York. She continues to be their sports nutrition consultant and provides opportunities for nutrition students to experience Division I sports nutrition. Dr. Marinello's knowledge of molecular biology and nutrition enhances the department's cutting-edge curriculum. Her interests include nutrigenomics, weight management and sports nutrition. She writes a bi-weekly column, *The Healthy Professor*, for the Albany Times Union newspaper. Her writing is infused with scientific intelligence and humor while discussing topics that range from the complexities of metabolism to choosing healthy foods. Separately, practical advice and up-to-date information about nutrition and health is posted on the newspaper's *Healthy Professor* blog. Dr. Marinello teaches Nutrition Science, SCI 120. marina1@sage.edu

NUTRITION SCIENCE INSTRUCTORS

EILEEN LINDEMANN, MS, RD, CDN, Instructor, received a Bachelor of Arts in English from Skidmore College and a Master of Science in Applied Nutrition from

Sage Graduate School. She has worked as a nutrition educator for Just Say Yes to Fruits and Vegetables, a Supplemental Nutrition Assistance Program (formerly known as the Food Stamp Program) Nutrition Education project that provides cooking demonstrations and nutrition workshops to low-income individuals in food pantries, soup kitchens, and homeless shelters. Ms. Lindemann has also contracted with the New York State Department of Health Child and Adult *Care Food Program* to develop *nutrition and physical activity* curricula for use with staff of day care centers and providers in family day care homes. Ms. Lindemann currently serves on the Member Services Committee of the Hudson Valley Dietetic Association. She teaches Nutrition Science SCI 120, Community Nutrition NTR 325, Metabolism I NTR 401/501, and Metabolism II NTR 403/503.
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MARCI MURPHY, MS, ATC, CSCS, Adjunct Professor, received her bachelor's degree in Biology from the University at Albany (SUNY) and her master's degree in Food Science and Human Nutrition with a concentration in Exercise Science from Colorado State University, Fort Collins, Colorado. In 1996, Ms. Murphy started at The Sage Colleges as an assistant professor and the Assistant Athletic Trainer for the intercollegiate athletic program. She eventually served as the Head Athletic Trainer while maintaining her duties as an assistant professor in the Athletic Training Program. Her course teachings include topics in the sports medicine field (Care and Prevention, Orthopedic Evaluation, and Athletic Training Administration) and currently she teaches Sports Nutrition NTR-575, Exercise Physiology SCI 310, and Anatomy and Physiology Lab BIO 201L and 202L. Prior to joining The Sage Colleges, Ms. Murphy was an assistant athletic

trainer at Siena College, Loudonville, NY and worked as an athletic trainer in both the high school and clinical settings. While in graduate school, Ms. Murphy developed and implemented an athletic training department for the Club Sports Athletic Program at Colorado State University, including recruiting and training many student athletic trainers. Outside of The Sage Colleges she serves on the Research Committee for the New York State Athletic Trainers' Association. Ms. Murphy has volunteered with the medical staff for the Empire State Games, including being the first to serve as an athletic trainer for the Winter Games in NYS. She is also an American Red Cross CPR/FA/AED instructor and volunteers for the Northeastern NY chapter. With her experience in sports nutrition, she serves as a consultant for Athletic Dynamics and speaks to a variety of athletes, coaches, athletic directors and athletic trainers on the connection between athletic performance and nutrition.
farrem@sage.edu

MO SCHIFLEY, MBA, is a General Manager of multiple campuses for Sodexo Campus Services. After graduation from Wells College with a Bachelors of Arts in Economics, Ms. Schifley went on to pursue Graduate Certification in Applied Human Resources and Labor Relations from The Cornell School of Industrial and Labor Relations, followed by a Masters in Business Administration from The College of St. Rose. Ms. Schifley currently oversees all food service operations at The Sage Colleges-Troy and Albany Campuses, Albany College of Pharmacy and Health Sciences, and Camp Emerson in Massachusetts. In addition, Ms. Schifley is a Sodexo District Human Resource Coordinator and Facilitator of Diversity Learning Labs for Sodexo, supporting recruiting, training, and retention. Ms. Schifley brings over 22 years of Management, Training, and

Culinary Arts experience to the classroom. She currently teaches NTR 314 Quantity Food Production. schifm@sage.edu

PATRICIA SEVERSON-WAGER, MS, RD, CDN, CDE, Adjunct Faculty received her BA degree in Education and Dietetics from St. Joseph College, West Hartford Connecticut and a MS degree in Health Education from Sage Graduate School. Ms. Severson-Wager's area of expertise is diabetes education. She has been a CDE for over 20 years. She developed a local community diabetes education program serving patients with Type I, II and Gestational Diabetes. At this time, she wrote a teaching manual for patients and teachers and conducted outcome based research on patients with gestational diabetes. Ms. Severson-Wager was the Director of the Nutrition Care Technician Program at Maria College and a nutrition tutor for Empire State College. She has also been a WIC dietitian, dietitian at the Albany Visiting Nurses, a Reservist in the Army, and a pediatric dietitian in the department of endocrinology serving patients with inborn errors of metabolism and worked for a local endocrine practice as a CDE. Ms. Severson-Wager served as President, Secretary and Treasurer for the Hudson Valley Dietetic Association. She has also held many board appointments. She was selected Recognized Young Dietitian by the New York State Dietetic Association. She also served on the nominating committee and was newsletter editor for the New York State Dietetic Association. For a number of years, Ms. Severson-Wager was a local guest for area radio talk shows discussing current nutrition topics. Currently, she has been a RD for over 35 years and is a member of the local AADE chapter (NENYDE) where she held the office of president and treasurer. For 2009- 2011 Ms Severson-Wager will serve as the treasurer

of DCE which is the Diabetes Care and Education practice group of the American Dietetic Association.

She teaches Medical Nutrition Therapy NTR 404 and Pediatrics Nutrition NTR 549. severp@sage.edu

LAURA SPANBAUER, MS, RD, CDN, received a B.S. in Human Nutrition from the State University of New York at Plattsburgh and MS in Health Education at Sage Graduate School. She currently works as a consulting dietitian for pregnant teens, foster children and developmentally disabled adults. In addition to teaching for Russell Sage, she also teaches for Empire State College's Distance Learning Program. During her career she has worked as a clinical dietitian for Albany Medical Center and Ellis Hospital's Diabetes Center. Her community nutrition experience was fostered at the Regional Food Bank where she was the nutritionist, working with Emergency Food Relief Organizations (EFROS) and the NYS DOH Hunger and Prevention Nutrition Program (HPNAP). After completing her Masters degree, she worked with the USDA as a nutrition educator for the Just Say Yes to Fruits and Vegetables Program. This community based program serves to educate low income individuals about the importance of fruits and vegetables in the diet. She is co-author of the "Just Say Yes to Fruits and Vegetables" Handbook.

Ms. Spanbauer has held several committee positions for the Hudson Valley dietetic Association, including: President, Newsletter chair and Nominating Chair. She has also served on the Food Bank NYSDOH grant committee and Schenectady Inner City Mission food pantry coalition. In 2000, she was awarded Young Dietitian of the Year by the New York State Dietetic Association. Ms. Spanbauer teaches Food Culture and Nutrition HMN 201.

Laura.spanbauer@verizon.net

DPD ADVISORY BOARD

Didactic Program in Dietetics

2011 – 2012

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Albany Medical Center

Carole DeBonte, MBA, RD, CDN
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Region Clinical Nutrition Manager
Northeast Health

***Eva-Maria S. Dickinson, RD '03**
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Program Coordinator
VA Healthcare Network Upstate NY

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New York State Department of Health
Division of Nutrition

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Merck, Specialty Women's Health
Care Specialist

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Bill Schaefer
Director, Bureau of Nutrition Services
New York State Office of Mental Health

Judith Siler, RD
Clinical Dietitian
St. Peter's Hospital

Lorraine Weber, RD, CDN
Clinical Nutrition Manager
Teresian House

**RSC Graduate*

NUTRITION CLUB OFFICERS

2011 – 2012

Jennifer Merritt: President

Karenae Brown: Vice-president

Leah Foley: Secretary

Rebecca Renus: Treasurer

Susie Polgreen: Student Council Liaison/Public
Relations

PROFESSIONAL BEHAVIOR AND EXPECTATIONS

- **Professional Behavior**
- **Classroom Etiquette**
- **Nutrition Students Professional Communication**
- **E-mail Policy for The Sage Colleges**
- **Procedure for Requesting Letters of Recommendation**

PROFESSIONAL BEHAVIOR

Becoming a professional involves learning and commitment beyond the mastery of the profession's "body of knowledge." It encompasses the integration of attitudes, values and behavior that reflect personal integrity, respect for self, respect for the right of differing viewpoints, and a sense of responsibility as a contributor to a community of people. Our programs have been designed with teaching/ learning experiences that will allow students to continually work toward achieving the following:

1. A positive view of self and increased self-awareness as demonstrated by:
 - Self-advocacy
 - Self-initiating behaviors
 - Dependability
 - Comfort defending one's own position
 - Tolerance of error
 - Seeking and obtaining feedback
 - Constructive response to criticism modifying behavior as appropriate
 - Direct verbal and nonverbal communication
 - Continual values clarification

2. Interpersonal competence as demonstrated by:
 - Listening to and hearing others
 - Skills and strategies to increase collaboration
 - Empowering others
 - Sensitivity to the agenda and values of others

3. Commitment to learning and contribution to learning of others:
 - Seeking and contributing new ideas
 - Enthusiasm in learning situations
 - Contributing to or originating discussion
 - Eliciting input, opinions, and participation of others

Classroom Etiquette

Take responsibility for your education

Instructors are here to create a learning environment – whether or not you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. Your tuition pays for a seat in the course, not a guaranteed good grade. What you do in that seat or how often you come to class and take that seat is entirely up to you!

Accept that instructors' classroom policies, procedures and teaching styles vary.

Some instructors enforce attendance policies vigorously; others are more lenient. Assignments and classroom discussions/events are at the discretion of the instructor. Each instructor has the freedom and authority to set his or her course policies and guidelines.

Attend class

Students who attend class, listen to the instructor, ask questions, and take good notes are more likely to pass with a higher grade. If you must miss a class, contact your teacher ahead of time to let him or her know that you will not be there. **DO NOT** ask the instructor to repeat material you missed because you skipped a class.

Be on time

Do not take it upon yourself to decide when class begins or ends. The instructor will start class on time and dismiss the class when appropriate. Walking in late disturbs everyone. At TSC and many places of employment, tardiness communicates lack of interest and lack of dependability. If you will knowingly be late for class, please consider dropping the class (if the problem will be ongoing) or discuss this with your instructor ahead of time.

Come to class prepared – Turn your work in on time

Complete assigned readings before coming to class. Make sure to bring common classroom supplies such as a pencil, paper, textbooks, test materials, etc. along with completed homework. Students who attempt to complete their assigned homework in classroom at the last minute often earn lower grades and are more likely to miss deadlines. Instructors recognize those students who consistently cannot meet assignment deadlines. If an instructor is lenient on an “emergency” extension of an assignment due date, have the good sense to know that it is unreasonable to ask again (and again). * This does not pertain to students who qualify for reasonable accommodations based on a documented disability.

Ask appropriate questions

It's good to ask questions and make comments, but keep them related to the discussion at hand. Dominating class time with too many questions or comments prohibits other students from participating in discussions.

Practice common courtesy

Remember that in college, as is every other area of life, politeness and respect count.

- Do not have private conversations with your neighbors during class.
- Turn off cell phones and beepers. The noise is distracting to other students.
- Do not send text messages during class. Despite what you think, instructors CAN see you typing beneath your desk.
- Respect all opinions. Others may have different ideas and opinions from yours, they may ask questions that you perceive to be "stupid," but they deserve the same level of respect from you as you wish from them.
- Unpack before class/pack after. The sound of zippers on backpacks along with the rustling of papers and/or jackets also disrupts the classroom and indicates lack of respect.

Respect your instructor

Openly challenging the instructor's knowledge or authority in the classroom is improper. If you have differences with your instructor's information or teaching methods, you may want to discuss your issues with the instructor outside of the classroom in a non-confrontational manner.

If you are struggling with your coursework, seek assistance.

Your instructors are willing to assist you. However, there are many other ways to get help: Tutoring is available through the academic learning center, proofreading and paper critiquing is available at the writing center.

Acceptable Language and Tone

Profane language is unacceptable, at all times in the classroom.

Do not whine or complain. This action reflects on you poorly!

Conduct yourself as you want to be remembered. Know that faculty is often asked by students for letters of recommendations. Will your poor classroom behavior get in the way of getting the kind of letter you are hoping for??

Advice from Weber State University:

Don't ask these questions which are classic sources of annoyance for professors:

- "I missed class – Did we do anything important?"
- After chatting with your friend for five minutes, "Could you repeat that?"
- In the middle of a fascinating discussion on a new concept: "Will this be on the test?"
- At the end of the semester after missing numerous assignments: "Is there extra-credit in this class?"

NUTRITION STUDENTS PROFESSIONAL COMMUNICATION

Here are some tips to use when addressing college faculty:

Addressing the Deans:

Dean “last name.” For example, for the Dean of RSC, Dr. Sharon Robinson, you would say: Dean Robinson.

Addressing the Faculty:

Dr. “Last name,” Professor “Last name,” or Ms/Mr. “Last name.” When in doubt use Professor “last name.”

Only use first name when asked to do so by the faculty.

This is the proper way to address the faculty in the Nutrition Science Department:

- Dr. AbuSabha Dietetic Internship Director
- Professor Bell-Cavallino – Interim MS Program Director
- Professor DiBacco – Didactic Program Director
- Professor FitzPatrick – Instructor
- Dr. Irish Hauser – MS Program Director
- Professor Lindemann, Instructor
- Dr. Marinello – Department Chair
- Ms. Severson-Wager – Instructor
- Ms. Continelli – Adjunct
- Ms. Murphy – Adjunct
- Ms. Schifley – Adjunct
- Ms. Spanbauer – Adjunct

E-Mail Etiquette

Never use Hey! Avoid “Hi” or any other casual greeting. Most appropriate way to address faculty: Dear Dr./Professor/Ms. “last name.” You may use Hello Dr./Professor/Ms. “last name.” Following are some examples:

- “Dr. Irish Hauser:” “Dear Dr. Irish Hauser” or “Hello Dr. Marinello”
- “Professor DiBacco:” “Dear Professor Bell-Cavallino” or “Good Afternoon Professor FitzPatrick”
- “Ms. Severson-Wager:” “Dear Ms. Murphy” or “Good morning Ms. Schifley”
- When communicating with your dean: “Dear Dean Robinson” (Avoid the Hello. Stick with the formal communication when addressing the Deans)

E-mail Policy for the Sage Colleges

Sage considers the College's e-mail system (username@sage.edu address) the exclusive vehicle for official college e-mail communications. As such, username@sage.edu will be considered the official e-mail address for writing and forwarding electronic correspondence. All users are expected to regularly check their Sage e-mail account (on MySage, formerly CampusCruiser) and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's e-mail system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned e-mail account for information. All students are responsible for managing their disk quota such that there is room for new mail to arrive. Any electronic business conducted with the College must be done via a sage.edu account.

In addition to this change in communication policy, The Sage Colleges is delighted to announce the online e-service called SageAdvisor. You can access the following information online, only through your MySage account:

- Account summary
- Grades
- Grade point average by term
- Transcript
- Academic evaluation (formerly Degree Audit)
- Class Schedule

SageAdvisor is a web based tool that will provide a wide spectrum of institutional services and information that will be provided within MySage and available to you when you need them. These services are categorized into three user groups: Students, Faculty/ Advisors, and Employees. Your personal information and services can be accessed in the areas that reflect your role(s) at The Sage Colleges.

To get started, login to your MySage account at <http://prod.campuscruiser.com/sage> and just click on the appropriate sub-tab group located on the sub-tab bar.

If you need help with your password, please call the helpdesk at (518) 244-4777. Passwords can also be reset in the libraries or computer labs (you will be asked to show photo ID). For assistance with technical or operational issues (such as options not working or pages are loading with errors) you may also call or e-mail the helpdesk (helpdesk@sage.edu). Questions regarding content or information within certain options should be directed via email: sageadvisor@sage.edu.

PROCEDURE FOR REQUESTING LETTERS OF RECOMMENDATION FROM FACULTY

NOTE: *To all students applying to dietetic internships, you are encouraged to use the new DICAS system for completing your internship on-line!*

Provide faculty with at least 3 weeks notice for completing your letters of recommendation. At least three weeks before your letters are due:

1. Type a list of all the Dietetic Internships (DI)/college programs to which you are applying. Include the complete name, title, credentials and address of the Dietetic internship director.
2. From your ADA application packet, print out the 1st page of the Waiver and Recommendations form. Only the first page: The Waiver Form (see next page for sample Waiver form).
3. For each faculty (or person writing you a recommendation, make as many copies of the 1st page as internships/colleges you are applying to. For e.g., if you are applying to 3 internships, print and sign 3 Waiver forms. Be sure to waive your right to see the recommendation letters.
4. Sign (original signature) all copies.
5. Update your resume.
6. Request recommendations from faculty via email or in person.
7. Hand in to the faculty, at least three (3) weeks before your deadline:
 - a. A copy of the list of DI/college addresses (can be e-mailed),
 - b. A copy of your updated resume (e-mailed),
 - c. One signed page of the recommendation form **per application**,
 - d. A worksheet that includes:
 - i. Courses taken with that faculty and the grades you received on the course and completed projects. E.g., NTR 211, Grade A- , Menu Project Grade 89/100.
 - ii. A list of your strengths and weaknesses
 - iii. Your career goals
 - iv. A list of work and volunteer experience (non-nutrition related experiences count)
 - v. Any other relevant information, especially qualities that distinguish you from others, obstacles you have overcome, etc.

You will be notified via e-mail when the recommendations can be picked up. Your letters will be sealed in an envelope with faculty signature on the back and can be picked up from the nutrition office.

It is highly recommended that you set up an appointment with a faculty member to review your application packet and answer any questions that you might have regarding the application at least two (2) weeks before the application is due.

Note that some faculty may ask you to write your own letter of recommendation to help highlight some of your best qualities.

ACADEMIC ADVISING

Health Advisement and Counseling

You are expected to notify your faculty advisors if serious personal or health problems develop which will require you to miss class for an extended period. Please refer to the Disability Status Link for more information regarding your rights:

<http://www.sage.edu/rsc/studentlife/handbook/policies/section4/#disabilities>

Come Prepared for Academic Advising

To All Nutrition Majors:

Academic advising is important to all of us. As your advisors we are committed to partnerships to help you achieve academic success. To make our advising sessions an experience that empowers you with the confidence to succeed, we are recommending that you to come to all advising sessions (individual or group) well prepared.

When you meet with us, your preparation should include:

GATHERING INFORMATION:

- Research course requirements for your program. See the Nutrition Handbook regarding nutrition major requirements.
- Be aware of the suggested course plan (1-4 years) depending on your entry status
- Go on-line to the RSC Catalog at end to the RSC course schedule
- Print your academic evaluation report from SageAdvisor. (If you do not know how to interpret these documents please do not hesitate to ask for help in student services- they are the experts)

MAKE A LIST:

- Write down notes and questions you have for your faculty advisor.
- List all courses you need or want. If you know a course is popular consider alternatives just in case you are waitlisted. If you need an elective, peruse the course schedule and choose 2 or 3 that may be of interest to you.
- Notice conflicts
- Then discuss these notes with your advisors

KEEP TRACK:

- Keep track of course credit being transferred in, either from high school or undergraduate (check with student services to know what will be accepted- please do not assume anything). What are they being accepted as (ex. electives, requirements)?
- If any of your courses are waived-know which ones they are (this doesn't happen too often).
- As you approach your SENIOR YEAR check that your credits add up!

When we meet with you, our job will be to:

- Confirm your course choices or advise an alternative plan.
- Help you navigate your course selections around the unavoidable instances where courses conflict or are wait-listed.
- Keep you up to date with departmental news, course/ requirement changes, Internship updates and other pertinent student information.
- Assess your progress and support your academic growth.

AFTER YOU ARE CLEARED BY YOUR FACULTY ADVISOR:

Go to SageAdvisor- Registration Menu and sign up on-line for courses. (Registration instructions are available on-line.)

We anticipate that you will achieve success in our program and we believe that good academic advising is part of that success.

DURING AN ACADEMIC ADVISING SESSION:***THE FACULTY ADVISOR IS RESPONSIBLE FOR:***

Scheduling office hours each week. Some of these will be open office hours, available to students without an appointment. Students are urged to make appointments in advance with the faculty member. This will allow scheduling of adequate time for advisement. Part-time faculties are required to inform students of times either before or after class. Or via telephone, that they are available for matters directly related to the course they are teaching.

Maintaining student files in good order, including a brief note verifying each student/faculty meeting.

Meeting with advisees when informed the student is experiencing academic difficulty or there is a change of status.

Making referrals as appropriate for career counseling, financial aid, learning assistance/tutoring, and/or physical/psychological support and services (see college catalog – Financial Aid, Academic Support Service and Student Life).

THE STUDENT IS RESPONSIBLE FOR:

Meeting regularly with the advisor to review the sequence and completion of general education, prerequisite and professional courses.

Periodically reviewing their files, and obtaining and assuring completeness of all required forms needed to continue in the major.

Notifying the advisor of anticipated changes in academic status, including leaves of absence, request to change major, adding or dropping courses and requests to take courses off campus. These requests should be made in writing, using appropriate forms if applicable (i.e. add/drop forms).

Notifying the advisor of any changes in name, address and home/work telephone numbers. These changes must also be made to the Registrar's Office, in writing.

Some Important Links:

Grievance procedure:

<http://www.sage.edu/rsc/studentlife/handbook/policies/section1/#issues>

Student grievances, disability statement and code of conduct:

<http://www.sage.edu/rsc/studentlife/handbook/policies>

BS PROGRAM AT RUSSELL SAGE COLLEGE (RSC)

- **Mission and Goals**
- **RSC-BS Coursework**
- **Suggested Course Sequence- BS Program**
- **RSC General Education Requirements**
- **Estimated Program Costs**
- **Program Honors**
- **RSC Scholarships, Grants and Awards**
- **The Guy Torre Nutrition Travel Award**
- **Nutrition Minors**

BACHELOR OF SCIENCE DEGREE IN NUTRITION SCIENCE (BS)

The BS degree in Nutrition Science fulfills the undergraduate requirements for the American Dietetic Association accreditation and for New York State Education Department certification. Studies include theoretical and practical coursework embedded in a broad background in the liberal arts and sciences. Community experiences are considered an important component of learning and are encouraged in junior and senior year.

Program Mission

The mission of the Russell Sage College Nutrition Science program is to provide women with an opportunity to study the foundation knowledge of nutrition, food science, and food service management within a small, private, liberal arts college.

Program Goals

The goal of the Nutrition Science program at Russell Sage College is to present educational opportunities which will prepare students with knowledge of nutrition, food science, and food service management. Students will be provided with learning opportunities to develop the basic knowledge and skills necessary to support quality nutrition services for individuals, groups, and communities.

BS in Nutrition Coursework

Degree Requirements		Credits
Nutrition Science Courses		
SCI 120	Nutrition Science (NS)	3
NTR 211	Introduction to Food Science	4
NTR 209	ServSafe Essentials	1
NTR 313	Food Service Systems Management	3
NTR 314	Quantity Food Production	3
NTR 325	Community Nutrition	3
NTR 401	Nutrition Metabolism 1: Macronutrients	3
NTR 402	Advanced Food Science	4
NTR 403	Nutrition Metabolism 2: Micronutrients	3
NTR 404	Medical Nutrition Therapy	4
NTR 417	Nutrition and Human Disease	4
NTR 448	Topics in Nutrition	3
Supporting Courses		
ACC 202	Managerial Accounting	3
BIO 201	Anatomy and Physiology 1 (NS)	4
BIO 202	Anatomy and Physiology 2 (NS)	4
BIO 208	Microbiology (NS)	4
HMN 201	Food, Culture and Nutrition (H/A & XC)	3
	HMN 201 requirement may be fulfilled with study abroad course	
CHM 103	Introduction to General Chemistry	4
CHM 104	Introduction to Organic & Biochemistry	4
CHM 220	Introduction to Human Metabolism	3
PSY 101	Introduction to Psychology (SS)	3
SCI 310	Exercise Physiology	4
Select one of the following statistics courses (QR)		3
PSY 207	Statistical Methods and Computer Applications	
MAT 220	Applied Statistics I	
Select one of the following counseling courses (SS)		3
PSY 304	Counseling: Theory and Practice	
PSY 324	Group Counseling	

Select one of the following courses	3
BUS 314 Organizational Behavior	
PSY/SOC 301 Social Psychology	
General Education Requirements – not fulfilled by major or required supporting courses	
Core Requirements	
ENG 101 Language and Community	3
ENG 220 College Research and Writing	3
WLD 120 Women in the World	3
WLD 420 Women Changing the World	3
Humanities/Arts	
Other humanities	9
Electives	18
Total credits required for degree	120

Note: If the Language Requirement is satisfied through proficiency or waived, then an additional 6 credits of other humanities must be taken.

ADDITIONAL PROGRAM REQUIREMENT: Community Experience

Students are expected to complete 24 hours of nutrition community volunteer experience at approved sites. Examples of other acceptable sites include:

- *Cooperative Extension*
- *Any food pantry, Regional Food Bank*
- *Troy Community Gardens and the Veggie Mobile*
- *Troy Food Coop, Honest Weight Food Coop*
- *Unity House, Joseph's House*
- *Next Steps, Inc.*
- *Serving food, teaching nutrition, or serving any group of low-income individuals*
- *Any food and nutrition fair, such as CDTA fair, Times Union fair, school fairs, etc.*
- *Educating children in nutrition at a summer program, after school program, childcare or school setting and Head Start*

SUGGESTED COURSE SEQUENCE

BS in Nutrition Science

<i>Fall</i>	<i>Cr.</i>	<i>Spring</i>	<i>Cr.</i>
First Semester		Second Semester	
<i>SCI 120 Nutrition Science</i>	3	<i>CHM 103 Intro to General Chemistry</i>	4
<i>BIO 201 Anatomy & Physiology 1</i>	4	<i>BIO 202 Anatomy & Physiology 2</i>	4
<i>ENG 101 Language and Community</i>	3	<i>PSY 101 Introduction to Psychology</i>	3
<i>WLD 120 Women in the World</i>	3	<i>Elective</i>	3
<i>SST 111 Founders Seminar 1</i>	1.5	<i>SST 111 Founders Seminar 1</i>	1.5
Total	14.5	Total	15.5
Third Semester		Fourth Semester	
<i>CHM 104 Intro Organic & Biochemistry</i>	4	<i>CHM 220 Intro to Human Metabolism</i>	4
<i>MAT 220 Statistics</i>	3	<i>NTR 211 Intro to Food Science</i>	4
<i>HMN 201 Food, Culture and Nutrition</i>	3	<i>NTR 209 ServSafe®</i>	1
<i>Humanities Elective</i>	3	<i>ENG 220 College Research and Writing</i>	3
<i>Elective</i>	3	<i>Humanities Elective</i>	3
Total	16	Total	15
Fifth Semester		Sixth Semester	
<i>NTR 401 Macronutrients</i>	3	<i>NTR 403 Micronutrients</i>	3
<i>NTR 313 Food Serv. Systems Manag.</i>	3	<i>NTR 314 Quantity Food Production</i>	3
<i>NTR 325 Community Nutrition</i>	3	<i>ACC 202 Managerial Accounting</i>	3
<i>BUS 314 or PSY 301 Social Psychology</i>	3	<i>BIO 208 Microbiology</i>	4
<i>Humanities Elective</i>	3	<i>Elective</i>	3
Total	15	Total	16
Seventh Semester		Eighth Semester	
<i>NTR 402 Advanced Food Science</i>	4	<i>NTR 417 Nutrition and Human Disease</i>	4
<i>NTR 404 Medical Nutrition Therapy</i>	4	<i>NTR 448 Special Topics in Nutrition</i>	3
<i>WLD 420 Women Changing the World</i>	3	<i>PSY 304 or PSY 324 Counseling</i>	3
<i>Elective</i>	4	<i>SCI 310 Exercise Physiology</i>	4
Total	15	Total	14

RUSSELL SAGE COLLEGE ACADEMIC COMPETENCIES

GENERAL EDUCATION at Russell Sage College: THE WORLD PROGRAM

WORLD stands for Women Owning Responsibility for Learning and Doing, and as the title of our general education program, translates Sage's founding motto -- "to be, to know, to do" -- into the educational challenges facing 21st century women. It further indicates our commitment to a global perspective and our respect for the diversity of our community, both narrowly and broadly defined.

Core Courses

These four courses, which immerse students in writing, research, and global issues of particular relevance to women, offer a common educational experience to all Russell Sage students and provide a core around which co-curricular activities will be planned. Thus, students should expect to attend and benefit from many of the campus performances, lectures, and other activities that will be linked to their core course work.

- English (ENG) 101: Language and Community
- English (ENG) 220: College Research and Writing
- World (WLD) 120: Women in the World
- World (WLD) 420: Women Changing the World

Cross-Cultural Studies

These courses advance Russell Sage students' understanding of diversity and cultural issues.

- **Cross-Cultural Course:** Students choose from a wide array of cross-cultural courses from many disciplines, designed to deepen understanding of global issues and cultural perspectives the faculty view as vital in the 21st century.
- **Foreign Language Proficiency:** 6 credits of a single language or proficiency through the 202 level. The language requirement is waived for students who graduated from high school prior to 1988, for students whose first language is a language other than English, or for students with a previous Bachelor's degree.

Distribution

This component of the general education program seeks to ensure that all Russell Sage College students have a broad exposure to the various liberal arts and sciences disciplines. While students are, understandably, committed to their major fields of study, this aspect of general education will help maintain students' options for the future and will offer them intellectual and personal satisfaction as well. The specific form of the distribution requirements vary by major; in this, as in all other aspects of educational planning, it is vital the student work closely with her academic advisor.

General Education Requirements (Total Credits = 39)

Specific requirements can be seen below. For further information regarding general education, students should consult with their academic advisor. Each student is required to fulfill the general education program described below. Requirements are organized in three areas:

- "Core" or common courses to be taken by all students,

- Cross-Cultural Studies, which includes foreign language proficiency and a cross-cultural course chosen from a selection of courses that explore a non-western culture or compare two different cultures,
- Distribution requirements, which ensure a student's exposure to knowledge from a broad spectrum of disciplines as well as her preparation for lifelong learning.

Core Courses

Year 1

ENG 101: Language & Community. Using the theme of how language both reflects and shapes life and thought in perceived communities, this course emphasizes writing, critical reading and thinking, persuasion, and presentation skills. Since this course is intended to be taken in the first year, any student with 12 or more credits earned at The Sage Colleges or 24 accumulated credits, who has not yet received credit for ENG 101, must register for the course in the next available semester, and continue to register for it each semester thereafter until taken and passed. (Waived for all second baccalaureate degree students and transfers with a comparable course.)

WLD 120: Women in the World. In addition to highlighting the contributions of women across cultures, this interdisciplinary course will examine the status of and conditions for women globally, and will analyze the systemic forces affecting those conditions. Since this course is intended to be taken within the first two years, any student with 12 or more credits earned at The Sage Colleges or 24 accumulated credits, who has not yet received credit for or been waived from WLD 120, must register for the course in the next available semester, and continue to register for it each semester thereafter until taken and passed. (Waived for all second baccalaureate degree students. Waived for all transfer students with a comparable course, or an associate degree, or 54 or more transferred credits at the time of matriculation.)

Year 2

ENG 220: College Research and Writing: This course builds on the skills developed in English 101, but focuses on research writing. Students will learn how to formulate research questions, identify and search both print and electronic sources, and incorporate these sources into their analysis and synthesis of critical reading and writing about discipline-based subjects. Students will present an "Objectives" portfolio at least twice during the semester to demonstrate their progress toward meeting the objectives of the course. ENG 220 must be completed by the end of the sophomore year.

Year 4

WLD 420: Women Changing the World. This capstone course will draw upon written and oral autobiography to engage students in consideration of their own values as well as their potential as agents of activism and change. (To be taken in the last 45 credits.)

Cross-Cultural Courses:

These courses may double-count with major or distribution requirements. Students choose one cross-cultural course (XC) in any department from the following list. (May be taken at any point.)

ARA-101, CHN 101, CHN 102, CRJ 229, DAN 210, DAN 212, ECO 313, ECO 318, ENG 213, ENG 215, ENG 221, ENG 250, FRE 201, FRE 202, GLO 101, HMN 201, HSC 206, HST 101, HST 102, HST 103, HST 104, HST 107, HST 108, HST 218, HST 221, HST 233, HST 239, HST 245, HST 305, HST 306, HST 317, HST 320, HST 323, HST 325, HST 351, ITA 101, ITA 102, MGT 340, NTR 225, PHI 101, PHI 107, PHI 211, PHI 241, POL 107, POL 221, POL 233, POL 238, POL 239, POL 245, POL 323, RUS 101, RUS 102, SOC 206, SOC 208, SOC

209, SOC 213, SOC 229, SPA 201, SPA 202, SPA 211, SPA 304, SPA 305, SPA 335, WST 206, WST 207, WST 209, WST 305, WST 306, WST 333, WST 351

Note(s): In addition, certain topic courses (e.g. ENG 248 or HST 348) may be declared as cross-cultural for particular topics. Check with Registrar's office relative to specific topics.

Major-Based Distribution Requirement

Students must complete the following requirements (courses can be taken at any level 100-400)

Humanities/Arts 12 cr. (H/A)

To be taken from courses with the following discipline codes: ARA, ART, CHN, DAN, FRE, GLO, HST, ITA, MUS, PHI, RUS, SPA, THR.

In addition:

- Any COM courses *except* 202, 221, 235
- Any ENG courses *except* 101, 102, 220, 235
- HMN 201 - Food, Culture and Nutrition *only*
- VPA 111 - Introduction to Visual and Performing Arts *only*
- WST 213, 214, 215, 232, 244, 250, 305, 306, 343, 347, 351 *only*

Quantitative Reasoning 3 cr. (QR)

To be taken from the following:

- PSY 207 - Statistics with Computer Applications
- MAT 109 - Contemporary Mathematics
- MAT 111 - Math for Teaching and Learning I
- MAT 121 - Math For Teaching & Learning II
- or any MAT course numbered 200 or higher

Social Sciences 6 cr. (SS)

To be taken from the following:

- CRJ 111, 212, 229, 310, 311, 319, 330, 392 *only*
- Any ECO courses
- HSC 206 *only*
- Any PACE courses
- Any POL courses
- Any PSY courses (except 206, 331, 359)
- Any SOC courses (except 202, 273, 331, 339)
- WST 104, 206, 207, 208, 209, 222, 223, 310, 316, 319, 321, 333, 335, 405 *only*
- WST 348 may be a social science distribution course depending upon topics

Natural Sciences 6 cr. (NS)

To be taken from the following:

- Any BIO courses *except* 340
- Any CHM courses *except* 340
- Any PHY courses
- Any SCI courses

Liberal Arts Courses

In addition to the required 39 credits of General Education, each degree program requires liberal arts courses as a foundation of learning. The liberal arts requirement “double counts” with general education or major requirements. A Bachelor of Arts degree must include a minimum of 90 credit hours of the liberal arts. A Bachelor of Science degree must include a minimum of 60 credits in the liberal arts.

Liberal Arts Courses are those with the following prefixes: ANT, ARA, ART, CHN, DAN, ECO, ENG, FRE, GLO, HST, HMN, ITA, MAT, MUS, PHI, PHY, POL, RUS, SCI, SPA, THR, VPA. In addition:

- *Any BIO courses except 340*
- *Any CAT courses except 207, 341, 407, 441, 442*
- *Any CHM courses except 340*
- *Any COM courses except 202, 221*
- *Any CRJ courses except 352, 353, 356*
- *HSC 206 - Cultural Perspectives of Health, Disability and Wellness only*
- *MGT 332 - Conflict Management and Mediation only*
- *Any PSY courses except 206, 303, 331, 359*
- *Any SOC courses except 202, 273, 331, 339*
- *Any WST courses except 235, 312, 336*
- *WLD 120 - Women in the World*
- *WLD 420 - Women Changing the World*

Estimated Program Costs

Estimated tuition and other program costs for 2011-2012 are:

	RESIDENT	LIVING WITH PARENT	LIVING OFF CAMPUS
TUITION	27000	27000	27000
COMP FEE	1000	1000	1000
ROOM	5625	0	0
BOARD	5350	0	0
BOOKS	1200	1200	1200
TRANSPORTATION	600	1200	1200
PERSONAL	1225	1600	2000
MAINTENANCE	0.00	4725	7000
TOTAL	42,000	36,725	39,400

For more information on expenses related to attending Russell Sage College and obtaining a Bachelor of Science degree refer to the RSC Students' Catalog found at: <http://www.sage.edu/academics/catalog/>

Nutrition Program Specific Costs

Additional expenses specific to the nutrition program include portfolio binder (\$10-\$60), photocopying or paper and printer cartridges for presentations, developing the portfolio and possibly a poster session, as well as decorating for the theme meal in Introduction to Food Science course will be the responsibility of the student. Travel (gas, tolls and/or parking) to complete required community assignments must also be budgeted. Projected cost for these incidentals is \$300.00. In addition, during the junior year students are expected to become members of the American Dietetic Association. The cost of student membership is \$50.00 per year.

RSC-BS IN NUTRITION PROGRAM HONORS

In order for an RSC nutrition student to receive program honors, she will need to:

- meet the college's 3.5 GPA requirement, AND
- present a research/review poster at the Nutrition Networking Night in March. The poster will be based on the approved NTR 402 (Advanced Food Science) research project.

Students who do not meet BOTH requirements will not be awarded nutrition program honors.

RSC COLLEGE HONORS

Dean's List, Kellas Scholars, and Honor Societies

At the end of each term, students who attain a 3.4 GPA are placed on the Dean's List. Students who maintain this average for three successive terms are designated Kellas Scholars in honor of the first president of Russell Sage College, Miss Eliza Kellas, and the first dean, Miss Katherine Kellas. To be eligible for Dean's List or as a Kellas Scholar in any semester, a student must carry a minimum of 12 credits with A-F letter grades in that semester and have no grades of "Incomplete" (I).

Honor Societies: The 176th chapter of the Phi Kappa Phi National Honor Society was installed at Sage in 1975. Students in any major may be elected to the society in the spring term of the junior or senior year. To be eligible for election, juniors must rank in the upper 2 to 3 percent and seniors in the upper 10 percent of their class, with a cumulative average of 3.5 or better.

Junior students having an overall cumulative average of 3.4 for four consecutive semesters of full-time study are eligible for election to the Athenians, a campus honorary society dedicated to upholding academic excellence at Russell Sage. Faculty members who have done outstanding scholarly work may also be elected to this society.

For outstanding work in the individual disciplines, students may also be elected to national honor societies represented by Omicron Delta Epsilon in economics, Phi Alpha Theta in history, Sigma Theta Tau in nursing, Psi Chi in psychology, Alpha Psi Omega in drama, Beta Beta Beta in biology and Sigma Tau Delta in English.

Honors

Sage awards Latin, project, and program honors to qualifying graduates.

Latin Honors: Students must have at least 45 credit hours at Sage above the 100-level and earn a GPA of at least 3.5 for all Sage credits. The baccalaureate degree is awarded *cum laude* to those with a Sage GPA between 3.5 and 3.69, *magna cum laude* to those who achieve a GPA of 3.7 to 3.89, and *summa cum laude* to those with a 3.9 or higher.

Project Honors: Departments may invite majors to undertake work in the senior year for a minimum of three and a maximum of six credits. Upon satisfactory completion of this work and of an oral examination, these students are awarded Project Honors. There is no GPA restriction on eligibility for project honors work.

Program Honors: Students who have attained a high degree of excellence in the work of their respective major subjects, and who have satisfied the requirements prescribed by the department concerned, are awarded program honors. Note: The GPA requirement for program honors is 3.5 based on all required courses for a major program, including support courses and transferred courses. Electives are excluded.

Students may be awarded both project honors and program honors if both requirements have been satisfied.

RSC Institutional Scholarships & Grants

Academic Scholarship and Financial Services Programs of The Sage Colleges

Sage awards over \$10 million in financial assistance to students based on financial need and/or specific characteristics.

In an effort to make Sage much more affordable to all students, we are in the process of reviewing our scholarship information.

Russell Sage College Other Scholarships

Opalka Family Scholarship: For graduates of Averill Park who are majoring in Education at RSC. Ask for application at your guidance office or at RSC Office of Admission.

Edith Robinson Memorial Scholarship: For worthy and needy students who are residents of the state of New Jersey working towards their bachelors degree in Education at RSC. Contact Financial Aid office for information.

The Sage Colleges Alumna/Alumnus Award: The Sage Colleges Alumna/Alumnus Award is awarded on an annual basis to enrolled, full-time students whose parents or grandparents graduated from one of The Sage Colleges. This award is renewable for three additional years provided the student remains in good academic standing and maintains full-time status. This award is in addition to any other merit scholarships for which the student may qualify. (\$2,000 per year: \$8,000 total possible award.)

Sage College of Albany First Year Scholarships

The following scholarships and awards are available to incoming first year students who have demonstrated excellence in academic achievement. Only one of these scholarships or awards is offered per student. These scholarships are renewable for up to three additional years provided the student remains in good academic standing with a cumulative GPA of at least 3.00 and maintains full-time status. Grade point averages are recalculated by the Admission Committee and determination of scholarship qualification is at the discretion of the Scholarship Committee. No separate application is required for any of these scholarships or awards. All applicants are considered for nomination when reviewed for admission to the College. The first-time freshmen nominees will be required to participate in SCA's Scholars' Program.

Trustee Scholarship: To be considered for this award, students must be Valedictorian or Salutatorian of their graduating high school class, or a National Merit Finalist. (\$11,000 - \$44,000 total award.)

Presidential Honors Scholarship: Consideration is given to applicants who complete a college preparatory program with a combined SAT score of 1200 or above or ACT composite score of 26 and above rank in the top 20% of their class maintaining a GPA of "A" or higher. This scholarship is renewable for three additional years provided the student remains in good academic standing and maintains full-time status. Recipients of this scholarship would also be invited to participate in our Honors Program, which offers stimulating experiences in high-level thinking and creativity. (Up to \$9,000 per year - \$36,000 total possible award.)

Dean's Excellence Award: Consideration is given to applicants who have completed a college preparatory program, whose minimum combined SAT score is 1100, or ACT composite score of 24, and who ranked in the top 30% of their class with a GPA of "B+" or higher. (Up to \$7,000 per year - \$28,000 total possible award.)

Dean's Award: Consideration is given to applicants who have completed a college preparatory program, whose combined SAT is a minimum of 1000 or ACT composite is 21 or higher, and who ranks in the top 40% of their class with a GPA of "B" or higher. (Up to \$5,000 per year - \$20,000 total possible award.)

Art Talent Award: This is an annual award given to accepted, full-time, first-year students who have been designated by Sage faculty as having an outstanding portfolio. This award cannot be combined with any other academic merit awards. This award is renewable for three additional years provided the student maintains a 3.0 GPA and full-time status. (\$3,000 per year - \$12,000 total possible award.)

Allies Awards: Consideration is given to full-time, first-year students who possess strong leadership qualities, and a commitment to encouraging communication and understanding among culturally diverse groups. Students must have a combined SAT minimum of 1000 or ACT composite is 21 or higher, and who ranks in the top 40% of their

class with a GPA of B or higher. must consistently demonstrate satisfactory academic progress. An interview is required. (\$1,000 per year - \$4,000 total possible award.)

First Generation Award: Consideration is given to those applicants (first-year or transfer) who are first in their immediate family to attend college. Students must have at least a B high school GPA and a minimum SAT score of 1000 or a minimum ACT composite score of 21, and rank in the top 30% of their class. Transfer student must have maintained a cumulative GPA of 3.0. (\$1,000 - \$4,000 total possible award).

The Sage Colleges Alumnae/Alumni Award: Awarded on an annual basis to accepted, full-time, first-year students whose parent or grandparent graduated from one of the Sage Colleges. This award can be coupled with the any of the awards. (\$1,000 per year - \$4,000 total possible award.)

Sage College of Albany Transfer Scholarships

The following awards are available to incoming transfer students who have demonstrated excellence in academic achievement. Only one of these scholarships or awards is offered per student. They are renewable for two additional years provided the student remains in good academic standing and maintains full-time status. All college coursework will be used to determine scholarship eligibility. **Transfer Excellence Scholarship:** Consideration is given to applicants who have maintained a cumulative GPA of 3.0. This scholarship is renewable for up to two additional years provided the student remains in good academic standing and maintains full-time status in Sage College of Albany. Students who matriculate into Sage After Work programs are not eligible for this scholarship. (Up to \$5,000 per year - \$20,000 total possible award.)

Phi Theta Kappa Scholarship: An academic merit scholarship awarded to full-time transfer students who are members of Phi Theta Kappa. Consideration is given to applicants who have maintained a cumulative GPA of 3.0. This scholarship is renewable for up to two additional years provided the student remains in good academic standing and maintains full-time status. Students who matriculated into Sage After Work are not eligible for this scholarship. (up to \$7,000 per year- \$28,000 total possible award.)

Sage College of Albany Other Scholarships

Opalka Family Scholarship: For graduates of Averill Park who are majoring in Fine Arts at SCA. Ask for application at your guidance office or at RSC Office of Admission.

Daniel A. Cowan Endowed Scholarship: For students who are entrepreneurs, who own their own business and are paying for their own education.

Helen R. Staley Scholarship in the Humanities: To a well rounded Albany High School graduate who shows promise, has demonstrated involvement in community service and/or extra-curricular activities.

Josephine H. Seber Endowed Scholarship: To graduates of Troy High School.

Roberta Robinson Endowed Scholarship: This scholarship is given to Sage College of Albany Graphic Design majors.

Solon E. Summerfield Foundation Endowed Scholarship: To a student who demonstrates financial need and a strong academic record with first preference to be given to a blind or visually impaired student.

Verizon Endowed Scholarship for Communications: To students who are working adults, disabled, disadvantaged, or part of a special needs group who are studying communication

THE GUY TORRE NUTRITION TRAVEL AWARD

Nutrition Students Can Win Travel Award

Russell Sage College students enrolled in the Nutrition program have a new opportunity to extend their education by studying abroad. Former Nutrition Associate Professor Millie Estes has established the Guy Torre Travel Award in memory of her brother; Estes hopes his award will allow Nutrition students to learn about and participate in different lifestyles and cultures. The award will be granted to two Nutrition students annually beginning in Spring 2005; the money will be used to offset travel expenses related to a Sage-sanctioned Study Abroad program. For additional information and applications, please contact Nutrition Chair Dr. Nina Marinello.

Students who win this award are required to present about their travel experience. This professional presentation using Power Point slides and will take place during the annual Nutrition Networking Night. Please see Dr. Marinello for guidelines on this presentation.

MINORS IN NUTRITION

Nutrition Minor

A minor in Nutrition Science is an attractive option for majors in Biology, Biochemistry, Nursing, Physical Therapy, or Business.

Degree Requirements		Credits
SCI 120	Nutrition Science (NS)	3
NTR 211	Food Science	4
NTR 311	Advanced Nutrition	4
NTR 402	Advanced Food Science	4
Select one of the following courses (NS)		
CHM 220	Introduction to Human Metabolism	3
CHM 303	Biochemistry I	3
Note: See CHM course listings for prerequisites		
Select one of the following courses		
NTR 313	Food Service Systems Management	3
NTR 314	Quantity Food Production	3
NTR 404	Medical Nutrition Therapy	4
NTR 417	Nutrition and Human Disease	4
Upon advisement, another course with NTR designation		
Total credit hours required for the minor		21

Food Science Minor

A minor in Food Science is an attractive option for majors in Biology, Psychology, Business, Chemistry, Nursing, or Health Sciences.

Degree Requirements		Credits
SCI 120	Nutrition Science (NS)	3
HMN 201	Food, Culture and Nutrition	3
NTR 209	ServSafe Essentials	1
NTR 211	Introduction to Food Science	4
NTR 313	Food Service Management	3
NTR 402	Advanced Food Science	4
Total credit hours required for the minor		18

***DIETETICS (DPD) -
THE DIDACTIC PROGRAM IN DIETETICS
(DPD) AT RUSSELL SAGE COLLEGE (RSC)***

- The Basics - Definitions
- The RD Career
- Spelling the Word Dietitian
- Dietetics (DPD) Program Goals
- Dietetics (DPD) Program Coursework
- Policies and Procedures of the RSC-DPD
- Course Sequence for Transfer DPD and Post-Baccalaureate Students
- What Is a Verification Statement/Declaration of Intent
- CADE Standards

The Basics

What is a Registered Dietitian?

A Registered Dietitian is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RD." The majority of RDs work in the treatment and prevention of disease (administering medical nutrition therapy, often part of medical teams), in hospitals, HMOs, private practice or other health-care facilities. In addition, a large number of RDs work in community and public health settings and academia and research. A growing number of RDs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs.

The dietetics option of the program (Didactic Program in Dietetics) is designed for students who wish to become registered dietitians (RD). Successful completion of the Didactic Program in Dietetics (DPD) will result in the student being awarded a Verification Statement. Following completion of the (DPD), a CADE accredited dietetic internship program is required before students are eligible to take the registration examination and obtain the RD credential. **Acceptance into an internship program cannot be guaranteed. Recently, there has been a significant shortage of available internship positions and competition for dietetic internships is extremely fierce.**

What is a Dietetic Technician, Registered?

A DTR is a food and nutrition practitioner who has completed at least a two-year associate's degree at a US regionally accredited university or college, required course work and at least 450 hours of supervised practice accredited by CADE or at least a bachelor's degree at a US regionally accredited university or college and required coursework for a Didactic Program (DPD) or Coordinated Program in Dietetics (CP). In addition, you must pass a national DTR examination administered by CDR and complete continuing professional educational requirements to maintain registration. The majority of DTRs work with RDs in a variety of employment settings including health care (assisting RDs in providing medical nutrition therapy), in hospitals, HMOs, clinics or other health-care facilities. In addition, a large number of DTRs work in community and public health settings such as school or day care centers, correctional facilities, weight management clinics and WIC programs as nutrition counselors.

CADE: What Is It and Why Is It Important to Students?

The Commission on Accreditation for Dietetics Education (CADE) is the **accrediting** agency for educational programs to become a Registered Dietitian (RD) or a Dietetic Technician, Registered (DTR).

Accreditation is necessary because dietetics is a unique profession of such complexity and benefit to the health of the population that it requires a defined educational process based on national standards. CADE is responsible for setting the national standards for what dietetics

students are taught, and for evaluating, recognizing, and publishing a list of education programs that meet these standards.

CDR: What Is It and Why Is It Important to Students?

The Commission on Dietetic Registration (CDR) is the **credentialing** agency for the American Dietetic Association. The purpose of the Commission is to serve the public by establishing and enforcing standards for certification and by issuing credentials to individuals who meet these standards. The CDR has sole and independent authority in all matters pertaining to certification including but, not limited to standard setting, establishment of fees, finances and administration.

CDR offers certification as dietetic technicians, registered (DTR), registered dietitians (RD), board certified specialists in pediatric nutrition (CSP), board certified specialists in renal nutrition (CSR), board certified specialists in gerontological nutrition (CSG) and board certified specialists in sports dietetics (CSSD).

This section has been adapted from the ADA website: www.eatright.org

All about the Registered Dietitian (RD) Career

Educational and Professional Requirements

Registered Dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- Completed a minimum of a bachelor's degree at a U.S. regionally accredited university or college and the **Didactic Program in Dietetics (DPD) course work** that is accredited or approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA).
- Completed a CADE-accredited supervised practice program (i.e., Dietetic Internship –DI). Typically, a practice program will run 6 to 12 months in length.
- Passed the national Registered Dietitian (RD) examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- After becoming an RD, completes continuing professional educational requirements to maintain registration.

Employment Opportunities

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD. RDs work in:

- Hospitals, HMO's or other health-care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness and health.
- Food and nutrition-related business and industries, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- Private practice, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.

- Community and public health settings, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.
- Universities and medical centers, teaching physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- Research areas in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Salaries and Job Outlook

According to ADA's 2009 Dietetics Compensation and Benefits survey, half of all RDs in the U.S. who have been working in the field for five years or less earn \$51,100 to \$62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDs, in management and business, earn incomes of \$85,000 to \$88,000.

According to the U.S. Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. **Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.**

Financial Aid

The ADA Foundation (ADAF) offers scholarships to encourage eligible students to enter the field of dietetics. Student members of ADA enrolled in their junior year may apply for an ADAF scholarship. Scholarships are also available for student members in CADE-accredited dietetic internships and graduate studies. Contact ADA at 800-877-1600, ext. 5400 or education@eatright.org for ADAF scholarship information.

Need More Information?

Contact ADA's Accreditation and Education Programs Team:

120 South Riverside Plaza, Suite 2000

Chicago, Illinois 60606-6995

Phone: 800-877-1600, ext. 5400

Fax: (312)899-4817

E-mail: education@eatright.org

This section has been adapted from the ADA website: www.eatright.org

Spelling the Word Dietitian

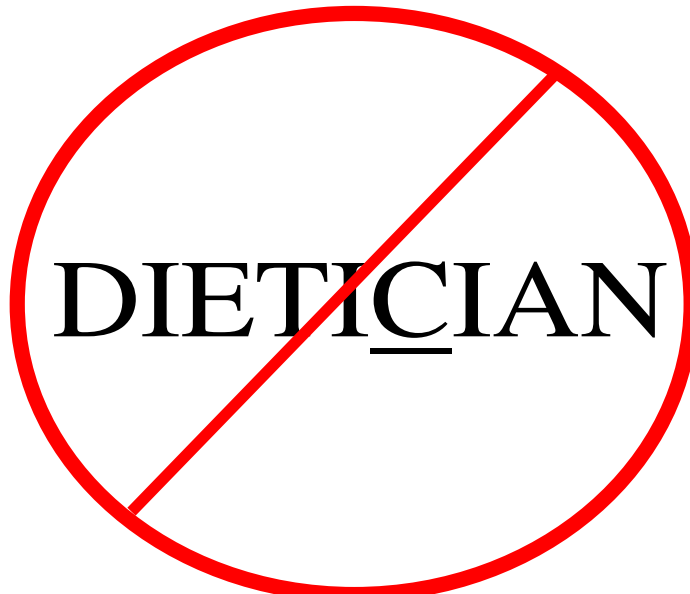
As you communicate with your faculty and nutrition professionals, please be sure to spell the word dietitian correctly.

This is the **correct** spelling for

DIETITIAN

Think dietetics

This is the **wrong** spelling for



DIDACTIC PROGRAM IN DIETETICS (DPD) AT RUSSELL SAGE COLLEGE

Approval Status:

The Didactic Program in Dietetics (DPD) at Russell Sage College is accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association (ADA), a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the United States Department of Education. The address and phone number of CADE are: American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL60606-6995, (312) 899-4876.

An undergraduate major in Nutrition Science coupled with an ADA-accredited Dietetic Internship (DI) and success on the ADA examination will lead to Registered Dietitian (R.D.) status.

The Nutrition Science major also meets the educational requirements of the New York State Department of Education for certification in New York State as a Certified Dietitian, Certified Nutritionist or Certified Dietitian/Nutritionist (CDN). Additional experience and examination requirements may be needed for this credential.

Completion of the DPD Requirements

The college's ADA representative for the DPD, Professor Stephanie DiBacco, will verify completion of the DPD for all Sage's successful degree candidates who have earned a "C" or better in all nutrition science courses (NTR prefix courses, SCI 120 and HMN 201. See next page: DPD Approved Courses.)

An Accredited Dietetic Internship at The Sage Colleges:

The Sage Colleges offers a post-baccalaureate accredited dietetic internship in the Sage Graduate School. Matriculated Russell Sage College students are eligible to apply for early admission to the post-baccalaureate Dietetic Internship offered at Sage Graduate School. Students chosen for this special program reserve a position in the internship class nearly one year in advance of regular admissions. They must maintain an overall GPA of 3.0 and a nutrition coursework GPA of 3.3. Students apply to this program at the end of the junior year. The DI can serve as the experience requirement for the CDN credential. Admission requirements and a description of the dietetic internship at Sage can be found in the Sage Graduate School catalog. (See Dietetic Internship section)

RSC Dietetics (DPD) Program Goals

The dietetics program at Sage, housed within the BS program at RSC, includes five goals to evaluate its effectiveness. The goals are:

Program Goal 1. The DPD will prepare competent graduates capable of succeeding in advanced dietetics education and/or employment.

Program Goal 2. The DPD will Recruit, retain and graduate a highly motivated and diverse population (in terms of age, ethnicity, gender and background studies) of dietetics students.

Program Goal 3. Provide students with opportunities to actively participate as a team member and leader in a variety of settings.

RSC Dietetics (DPD) Policies and Procedures

The Sage Colleges and the Department of Nutrition Science comply with the state and federal laws and regulations to ensure nondiscrimination and equal opportunity related to student recruitment and admission.^{DPD 3.5} A copy of the institutional policy requirements for equal opportunity and nondiscrimination is in the **RSC College Catalog** and can be accessed at: <http://catalog.sage.edu/content.php?catoid=5&navoid=166>.

Following are the Nutrition Department and College-based policies and procedures:

Withdrawal and Refund of Tuition and Fees^{DPD 3.6.1.1}

Add - Drop - Withdraw from Course

- Students may not enter a course after the add/drop period.
- All changes in course selections for Russell Sage College students must have the approval and signature of the academic advisor.
- Courses which the student drops prior to the end of the first five days of classes will not be recorded on the academic record.
- Students who withdraw from a course after the add/drop period will receive a grade of “W” on their academic record for that course. To withdraw from a course, students must have the approval of the academic advisor and the course instructor. All withdrawals from courses must be initiated by the student through the Registrar’s Office.
- The last day to withdraw from a course is the last day of the 10th week of classes. The withdrawal process must be completed by or on this date in the Registrar’s Office.
- Students who withdraw from a course must be aware that the withdrawal may affect their financial aid.

Tuition Adjustment Schedule for Classes that Meet Regularly Throughout a Semester

Withdrawal Date	Adjustment
Prior to the start of the second week of classes	100 %
Prior to the start of the third week of classes	75 %
Prior to the start of the fourth week of classes	50 %
Prior to the start of the fifth week of classes	35 %
Prior to the start of the sixth week of classes	25 %
After the start of the sixth week of classes	0 %

No adjustments will be made after the start of the sixth week of classes.

Withdrawing from the College

Both commuting and residential students who wish to withdraw from the College should initiate the process by contacting the Dean of Students. At this time, the official withdrawal form will be processed and students will participate in an exit interview. Students should follow this procedure whether they are withdrawing in order to transfer to another college or for other personal reasons, and whether the withdrawal is occurring during the semester or between semesters. Withdrawal from the College does not release students from financial obligations incurred during the period of their attendance.

Leave of Absence

Both commuting and residential students who need to suspend their studies for a specific period of time, up to one academic year, may request a leave of absence by contacting the Dean of Students. Leaves of absence are not granted automatically; the student should be prepared to state the reason(s) (e.g., medical, personal, financial) for requesting the leave and to assist in completing the appropriate paperwork. The decision to grant a leave of absence is made by the Dean of Students in consultation with other administrators.

Financial adjustments, if applicable, are made according to the published schedule. Students should also be aware that changing their status might affect their financial aid eligibility.

Inactive Student Status

Any matriculated student who has enrolled during one semester and who does not register for credit the subsequent semester, will be placed on the College's roster of inactive students unless the student is granted a leave of absence or officially withdraws from the College. A student who has become inactive may seek readmission by contacting the Office of Admission. Inactive student status does not release the student from educational financial obligations.

Health Insurance requirements

All full-time undergraduate students must maintain health insurance coverage for all semesters in which they are enrolled.

Protection of Privacy DPD 3.6.1.3

Privacy and Confidentiality

The Family Educational Rights and Privacy Act (Buckley Amendment) passed in 1974 regulates the procedures for handling student records. According to the U.S. Department of Health, Education and Welfare, the Act was designed to ensure that students and parents (in cases where the student is considered a dependent) would have specific educational records made accessible for reasons of inspection and correction and to restrict the release of most records so as not to violate their privacy and confidentiality when student consent is lacking.

According to the Act, the following records are not accessible:

- financial records of a student's parents;
- confidential letters of recommendation received prior to January 1, 1975;
- confidential letters of recommendation for which the student has signed a waiver of access; and
- records created and maintained by a professional for the sole purpose of treating the student (i.e., records kept by a college physician, psychiatrist, or counselor). The student may choose a qualified professional to review these records.

Access to Directory and Records Information

The College is permitted under the Family Educational Rights and Privacy Act (Buckley Amendment) to make directory information about students available to the public. Directory information includes: the student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height

(for members of athletic teams), dates of attendance, degrees and awards received, and the most recent previous educational agency attended.

If a student would prefer that any or all of this information not be made public, the student may inform the College of this within the first month of his or her first semester of each academic year. Forms are available from the Registrar's Office with which the student may inform the College what information they do not wish to be made public.

Access to Personal Files DPD 3.6.1.4

The following student records are available for inspection at the specified locations:

Student Services	Transcript of grades* Grade lists* Academic warning, probation and suspension lists* Transfer credit records Degree information General student records
Student Life/Residence Life Offices	Judicial records Parking/traffic violations lists*
Dean's Office	Dean's List
Academic Support Center	HEOP records

All records must be reviewed in the presence of a College official. The student may be asked to show proper identification to the college official and sign a permit form. Students may request a copy of their records in most cases, but the College is entitled to charge for copies. Copies cannot be made of records when a "hold" status exists or when the names of other students or information related to other students are involved (i.e., restricted records such as a grade list).

Access to Support Services: Health and Counseling Services DPD 3.6.1.5

Health Services

Health services at the Wellness Center are available regardless of personal health insurance. A small fee may be associated with some of the services. Full-time students must have a complete and current medical history and physical on file. Services available include sick visits, physicals, gynecological visits, and more.

Counseling Services

Confidential, professional counseling is available by appointment. Consultation and referrals to off-campus professionals and agencies are also provided. Counseling services are located in the Wellness Center in Kellas Hall.

Services for Students with Disabilities

Students seeking accommodations are required to present a recent (within the past three years) evaluation of their disability conducted by a licensed professional. It is imperative that upon admission, students requesting accommodations contact the Director of Disabilities Services in the Academic Support Center, with offices in Hart Hall in Troy (244-2208).

Access to Support Services: Financial Aid^{DPD 3.6.1.5}

To assist students and parents in meeting the costs of an education at Sage, the Office of Financial Aid Services offers a variety of scholarship, grant, loan and employment programs. Funds from these programs are sponsored by federal, state, and private sources. Detailed information on financial aid may be accessed at: <http://catalog.sage.edu/content.php?catoid=5&navoid=170>.

Assessment of Prior Learning and Credit toward Program Requirements^{DPD3.6.2.2}

Students at least 25 years of age may be eligible to receive credit for a variety of prior college-level learning through such activities as community service, military or employer-sponsored training, work experiences, or self development. Students must complete one course from The Sage Colleges to participate in this option. Consult the Director of Academic Advising for further information.

Graduation and Program Completion Requirements.^{DPD 3.6.2.6} (Credit toward Program Requirements^{DPD 3.6.2.2})

Degree requirements at Russell Sage include:

- A minimum of 120 credit hours is required for the baccalaureate degree.
- Students must complete at least half the major at Sage. Furthermore, 30 of the last 45 credits must be completed in residence (i.e. at Sage or through the Hudson Mohawk Association).
- Students must satisfy general education as well as major requirements and must maintain satisfactory standards of scholarship to be eligible for graduation.
- A Bachelor of Science degree in Nutrition must include a minimum of 60 credit hours in the liberal arts.
- Finally, students must achieve a 2.2 grade point average in the major and a 2.0 overall cumulative grade point average.
- *The ultimate responsibility for fulfilling graduation requirements rests with the individual student.*

Students should regularly review their academic programs with their advisors to make certain that requirements for degrees are being met.

Academic Standards and Appeals

Eligibility to receive the baccalaureate degree, or to continue on to the graduate school level in a combined Bachelor's-Master's Degree five-year program or a 3+3 program, requires a cumulative grade point average (GPA) of 2.000 and a major average of 2.200.

Formal assessment of student learning: Early Warnings ^{DPD 3.6.2.3}

Six weeks into the semester, faculty submit electronic warnings in the form of midterm grades on SageAdvisor. Academic Advisement office then notifies both the student and her advisor if she has been given an early warning. Warnings are appropriate under the following conditions:

- A student is doing work averaging C- or below.
- A student's work has shown a sudden decline.
- A student's behavior, attendance pattern, or approach to course work indicates the need for intervention.

Retention and remediation procedure ^{DPD 3.6.2.4}

Faculty members indicate on the Early Warning form the steps a student should take to improve her chances for success in the course; these may include extra help from the instructor, attendance at Academic Support Center programs, reconsideration of the student's choice of major or, in some cases, withdrawal from the course in question. Students are directed to meet with their advisors and to consider carefully the implications of course withdrawal (financial aid, anticipated degree date).

Probation - Probation constitutes a serious warning of less-than-satisfactory progress, as defined above in the Satisfactory Academic Progress section. It is a signal to the student to reverse the present direction or face possible separation from the College. Because students on probation must concentrate their energies on their studies, they may not serve as officers of any College organization, and they may not carry more than four courses (usually 12 credits) in any term during which they are on probation.

Formal assessment of student learning: Academic Progress ^{DPD 3.6.2.3}

For satisfactory progress toward the BS degree students must achieve a term average of at least 1.7 and cumulative grade point averages (GPA) as follows:

First-semester, first year students	1.700
Second-semester, first year students	1.800
Sophomores, Juniors & Seniors	2.000

Student records are scrutinized for satisfactory progress by the RSC Academic Standards Committee at the end of each fall and spring semester. Students with academic difficulties may receive a **Letter of Concern** or a **Letter of Academic Action**, as appropriate, from the faculty chairperson of the Committee.

Disciplinary/termination procedures ^{DPD 3.6.2.5}

Students are subject to possible suspension or dismissal under any of the following conditions:

- Cumulative GPA below standards defined by Satisfactory Academic Progress.
- Three semesters on academic probation or term probation followed by another unsatisfactory GPA. The minimum penalty under such circumstances is a one-semester suspension, unless the

RSC Academic Standards Committee sees evidence of an encouraging rate of improvement in the student's work despite the technical deficiency.

- Other evidence of poor performance which, combined with any of the deficiencies described above, warrants action more severe than probation.

Verification Procedure ^{DPD 3.6.2.7}

Nutrition Students who successfully complete all DPD course requirements (See pages 74-75 of this Handbook), obtain C or above in all NTR courses, SCI 120 and HMN 201, and maintain a 3.0 cumulative GPA at Sage are eligible to receive a Verification Statement and apply for a dietetic internship.

The following table lists college and program policies and the catalog web page address on the College website where these policies are more fully discussed.

Policy	2011-2011 RSC Catalog Web Page Address
✓ Withdrawal and refund of tuition and fees. ^{DPD 3.6.1.1}	http://catalog.sage.edu/content.php?catoid=5&navoid=169
✓ Academic standards and appeals.	http://catalog.sage.edu/content.php?catoid=5&navoid=271
✓ Scheduling and program calendar. ^{DPD 3.6.1.2}	http://catalog.sage.edu/content.php?catoid=5&navoid=181
✓ Insurance requirements.	http://catalog.sage.edu/content.php?catoid=5&navoid=169
✓ Protection of privacy. ^{DPD 3.6.1.3}	http://catalog.sage.edu/content.php?catoid=5&navoid=173
✓ Access to personal files. ^{DPD 3.6.1.4}	http://catalog.sage.edu/content.php?catoid=5&navoid=173
✓ Access to support services: health, counseling, testing. ^{DPD 3.6.1.5}	http://catalog.sage.edu/content.php?catoid=5&navoid=154
✓ Services for students with disabilities	http://catalog.sage.edu/content.php?catoid=5&navoid=173#Student_Handbook
✓ Access to support services: financial aid. ^{DPD 3.6.1.5}	http://catalog.sage.edu/content.php?catoid=5&navoid=170

Additional College and program policies and the catalog web page address on the College website and Student Handbook page where these policies are discussed.

Policy	2011-2012 Student Handbook Page or RSC Catalog Webpage Address
✓ Assessment of prior learning and credit toward program requirements. <small>DPD 3.6.2.2</small>	http://catalog.sage.edu/content.php?catoid=5&navoid=274
✓ Graduation and program completion requirements. <small>DPD 3.6.2.6</small> ✓ Credit toward program requirements. <small>DPD 3.6.2.2</small>	http://catalog.sage.edu/content.php?catoid=5&navoid=274
✓ Formal assessment of student learning: Early warnings. <small>DPD 3.6.2.3</small>	http://catalog.sage.edu/content.php?catoid=5&navoid=271
✓ Formal assessment of student learning: Academic Progress. <small>DPD 3.6.2.3</small>	http://catalog.sage.edu/content.php?catoid=5&navoid=271
✓ Retention and remediation procedure. <small>DPD 3.6.2.4</small>	http://catalog.sage.edu/content.php?catoid=5&navoid=271
✓ Disciplinary/termination procedures. <small>DPD 3.6.2.5</small>	http://catalog.sage.edu/content.php?catoid=5&navoid=271

Filing and Handling Complaints ^{DPD 3.6.2.1}

Sage Nutrition Science Department Policy on Academic Grievances and Petitions

In the event that a student has a complaint involving a faculty member or wishes to question a grade, the student should follow the procedures listed below:

- Meet with the instructor involved. In the best interests of both parties, resolution ideally should be reached at this stage.
- Meet with the instructor's department chairperson if resolution is not reached between the student and instructor. Meet with the Dean of the College, only in the event that the student feels procedures were not followed.
- The Provost is the final decision-making authority.

If the student wishes he/she may either initially or further pursue the matter with the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association. For CADE contact information, refer to the CADE Grievance/Complaint Procedure.



Notice of Opportunity and Procedure for Filing Complaints with the Commission on Accreditation for Dietetics Education (CADE)

The Commission of Accreditation for Dietetics Education (CADE) will review complaints that relate to a program's compliance with the accreditation standards. CADE 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 individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or CADE's policy and procedure for submission of complaints may be obtained by contacting staff at the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or by calling 800-877-1600, ext. 4872.

CADE PROCEDURE FOR COMPLAINTS AGAINST PROGRAMS

CADE has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited or approved program to CADE. However, CADE will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. The following procedures will be used in the investigation of a complaint against an accredited or approved program.

1. ADA Accreditation staff will forward all written complaints to the CADE Chair within three weeks of receipt of the complaint.
2. If the CADE Chair determines that the complaint does not relate to the accreditation standards or policies, the complainant will be notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the CADE Chair determines that the complaint may relate to the accreditation standards or policies, the complaint will be acknowledged in writing within two weeks of the Chair's review and the complainant will be provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint will be forwarded to the program by certified mail. The administrative officers of the institution or organization sponsoring the program, currently on file with CADE, will receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant will be "blocked out" within the body of the written complaint that is sent to the program.
5. The CADE Chair will request the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by return receipt of certified mail.
6. The CADE Chair may also request further information or materials relating to the complaint from the complainant, the institution, or other sources.
7. The CADE Chair will appoint a review committee to consider the complaint, along with all relevant information. The review committee will recommend appropriate action to CADE at its next scheduled meeting.
8. In determining the appropriate action, CADE will consider the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. CADE or the CADE chair may determine that legal counsel is needed to address the complaint. The ADA Accreditation staff will work with CADE and legal counsel to identify a plan to address the complaint.

10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action will be taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action will be taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and CADE determines that the program is not in compliance with the accreditation standards or policies, CADE may place the program on probation or withdraw accreditation or approval.
12. The Program Director and administration of the sponsoring institution will be notified of CADE's decision and action in writing within two weeks of the decision. The complainant will be notified of the final decision and action when the reconsideration and appeals process expires.
13. The program will have the right to request CADE to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

Privacy Policy © 2009 American Dietetic Association (ADA)

Dietetics (DPD) Coursework at Sage

DPD Requirements		Credits
Nutrition Science Courses*		
SCI 120	Nutrition Science	3
NTR 211	Introduction to Food Science	4
NTR 209	ServSafe Essentials	1
NTR 313	Food Service Systems Management	3
NTR 314	Quantity Food Production	3
NTR 325	Community Nutrition	3
NTR 401	Nutrition Metabolism 1: Macronutrients	3
NTR 402	Advanced Food Science	4
NTR 403	Nutrition Metabolism 2: Micronutrients	3
NTR 404	Medical Nutrition Therapy	4
NTR 417	Nutrition and Human Disease	4
NTR 448	Topics in Nutrition	3
Supporting Courses		
ACC 202	Managerial Accounting	3
BIO 201	Anatomy and Physiology 1	4
BIO 202	Anatomy and Physiology 2	4
BIO 208	Microbiology	4
HMN 201	Food, Culture and Nutrition (or study abroad)*	3
CHM 103	Introduction to General Chemistry	4
CHM 104	Introduction to Organic & Biochemistry	4
CHM 220	Introduction to Human Metabolism	3
PSY 101	Introduction to Psychology (SS)	3
SCI 310	Exercise Physiology	4
Select one of the following statistics courses		3
PSY 207	Statistical Methods and Computer Applications	
MAT 220	Applied Statistics I	
Select one of the following counseling courses		3
PSY 304	Counseling: Theory and Practice	
PSY 324	Group Counseling	
Select one of the following courses		3
BUS 314	Organizational Behavior	
PSY/SOC 301	Social Psychology	
TOTAL		81

**Students must earn an overall GPA \geq 3.0 and a grade of C or above in the following courses in order to obtain a Verification Statement.*

To All Nutrition BS and Post-Baccalaureate Students

DPD Verification Statement Requirements

In order to receive an America Dietetic Association **Verification Statement** you will need to receive:

- A grade of “C” or better in all your NTR courses, SCI 120 and HMN 201

AND

- A total GPA of 3.0

Students who do not meet both these requirements will **NOT** receive a Verification Statement and will not be able to continue on to a Dietetic Internship.

SUGGESTED COURSE SEQUENCE
For Transfer Students
(BS Transfer Students and Post-Baccalaureate Students)
Nutrition Science Department

Fall	Cr.	Spring	Cr.
First Semester		Second Semester	
CHM 104 Intro Organic & Biochemistry	4	CHM 220 Intro to Human Metabolism	4
HMN 201 Food, Culture and Nutrition	3	NTR 211 Intro to Food Science	4
NTR 325 Community Nutrition	3	NTR 209 ServSafe®	1
BUS 314 or PSY 301 Social Psychology	3	ACC 202 Managerial Accounting	3
NTR 313 Food Serv. Systems Management	3	NTR 314 Quantity Food Production	3
Total	16	Total	15
Third Semester		Fourth Semester	
NTR 401 Macronutrients*	3	NTR 403 Micronutrients*	3
NTR 402 Advanced Food Science*	4	NTR 417 Nutrition and Human Disease*	4
NTR 404 Medical Nutrition Therapy*	4	NTR 448 Special Topics in Nutrition	3
PSY 304 or PSY 324 Counseling	3	SCI 310 Exercise Physiology	4
Total	14	Total	14

**Courses cross-listed as NTR 502/402, NTR 504/404, NTR 517/417. MS students register for the 500 level number whereas BS students for the 400 level number.*

The following courses will need to be transferred:

General Chemistry, Anatomy and Physiology 1 and 2, Microbiology, Introduction to Psychology, Statistics, and Basic Nutrition

ADDITIONAL PROGRAM REQUIREMENT: Community Experience

Students are expected to complete 24 hours of nutrition community volunteer experience at approved sites. Other acceptable sites include:

- *Cooperative Extension*
- *Roots and Wisdom, Cooperative Extension, Schenectady, NY*
- *Any food pantry, Regional Food Bank*
- *Troy Community Gardens and the Veggie Mobile*
- *Troy Food Coop, Honest Weight Food Coop*
- *Unity House, Joseph's House*
- *Next Steps, Inc.*
- *Serving food, teaching nutrition, or serving any group of low-income individuals*
- *Any food and nutrition fair, such as CDTA fair, Times Union fair, school fairs, etc.*
- *Educating children in nutrition at a summer program, after school program, childcare or school setting and Head Start*

Verification Statements

What is the purpose of Verification Statements?

Verification of completion of dietetics programs is the method used by the Commission on Accreditation for Dietetics Education (CADE) to ensure that academic and supervised practice requirements for ADA Membership or Commission on Dietetic Registration (CDR) eligibility for the Registration Examination for Dietitians and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes.

Who completes and can sign verification statements?

The Verification Statement form(s) are to be signed and completed by the appropriate program director. The signature must be that of the Program Director on record with CADE at ADA when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or pre-issued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. Program Directors may affix their institutional seal on this form.

Who determines the requirements for program completion?

Program Directors are responsible for evaluating transcripts or prior experience and determining coursework and/or supervised experiences students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice experiences needed to complete program requirements may vary from program to program, students must complete the current requirements of the program from which they will receive the Verification Statement.

What is the Difference between a Verification Statement and a Declaration of Intent?

The Declaration of Intent to Complete form is completed by your Didactic Program Director when you are applying to dietetic internship (in February 2012, for e.g.) before completing your DPD coursework (to be completed in May 2012, for e.g.). It is a standardized form provided by the Didactic Program Director and is required as part of the DI application materials. By signing a Declaration of Intent your DPD Director is stating that you are expected to complete the DPD in a specified amount of time and the courses left to complete the DPD. ***An example copy of the Declaration of Intent is provided next.***



**Declaration of Intent to Complete
Degree and/or CADE Minimum
Academic Requirements**

Based upon courses already completed, projected courses listed below, and completion of at least a baccalaureate degree, the following applicant will meet the minimum academic requirements for the Didactic Program in Dietetics accredited/approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association.

Applicant's name: Jane C. Doe

College or University Didactic Program in Dietetics: Russell Sage College

Degree granted or to be granted: BS, DPD

Month/Year Degree completed or to be completed: May, 2012

College or University conferring Degree, if different from above: _____

Attach official transcript(s) for courses completed to date.

**LIST COURSE(S) AND DATES(S) OF PROJECTED COMPLETION
CADE Minimum Academic Requirements**

NTR 417-nutrition and Human Disease, May 2012
NTR 448-Special Topics in Nutrition, May 2012
BIO 208- Microbiology, May 2012

Electives:
WLD 420- Women Changing the World

Didactic Program Director Name: Stephanie DiBacco, MBA, RD, CDN

Director's Signature: _____

Applicant's Signature: _____

Date: 1-10-12

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8/00 AEPSO

CADE STANDARDS

Foundation Knowledge Requirements and Learning Outcomes for Didactic Program in Dietetics

March 2008

1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice

- KR 1.1. The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.
- KR 1.1.a. Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence based practice decisions.
- KR 1.1.b. Learning Outcome: Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.

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

- KR 2.1. The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
- KR 2.1.a. Learning Outcome: Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.
- KR 2.1.b. Learning Outcome: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.
- KR 2.2. The curriculum must provide principles and techniques of effective counseling methods.
- KR 2.2.a. Learning Outcome: Students are able to demonstrate counseling techniques to facilitate behavior change.
- KR 2.3. The curriculum must include opportunities to understand governance of dietetics practice, such as the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and the Code of Ethics for the profession of Dietetics; and interdisciplinary relationships in various practice settings.
- KR 2.3.a. Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.
- KR 2.3.b. Learning Outcome: Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

- KR 3.1. The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

- KR 3.1.a. Learning Outcome: Students are able to use the nutrition care process to make decisions, to identify nutrition related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.
- KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.
- KR 3.2.a. Learning Outcome: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups
- KR 3.3. The curriculum must include education and behavior change theories and techniques.
- KR 3.3.a. Learning Outcome: Students are able to develop an educational session or program/educational strategy for a target population.

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

- KR 4.1. The curriculum must include management and business theories and principles required to deliver programs and services.
- KR 4.1.a. Learning Outcome: Students are able to apply management theories and principles to the development, marketing and delivery of programs or services.
- KR 4.1.b. Learning Outcome: Students are able to determine costs of services or operations, prepare a budget and interpret financial data.
- KR 4.1.c. Learning Outcome: Students are able to apply the principles of human resource management to different situations.
- KR 4.2. The curriculum must include content related to quality management of food and nutrition services.
- KR 4.2.a. Learning Outcome: Students are able to apply safety principles related to food, personnel and consumers.
- KR 4.2.b. Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making
- KR 4.3. The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
- KR 4.3.a. Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.
- KR 4.4. The curriculum must include content related to health care systems.
- KR 4.4.a. Learning Outcome: Students are able to explain the impact of health care and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services.

5. Support Knowledge: knowledge underlying the requirements specified above

- SK 5.1. The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
- SK 5.2. The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

SK 5.3. 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.

*DIETETIC INTERNSHIP (DI) PROGRAM
AT SAGE*

BS/DI EARLY ADMISSION PROGRAM AT SAGE (PRE-SELECT Program)

The Sage Colleges offers a post- baccalaureate accredited dietetic internship in the Sage Graduate School. RSC matriculated students have the special **opportunity to apply** for early admission to Sage's Dietetic Internship (DI). Students chosen for this special program, reserve a position in the internship class, nearly one year in advance of regular admission. They must maintain an overall GPA of 3.0 and a selection of nutrition and support course GPA of 3.3. A description of the dietetic internship at Sage can be found at:

http://www.sage.edu/academics/health_sciences/certificates/dieteticinternship/.

The application for early Pre-select admission follows.

The Sage Colleges B.S./ADA Dietetic Internship (DI) Program

The Sage Colleges offers a five-year BS/DI program for students who wish to pursue R.D. status in a liberal arts environment.

Phase 1: Sage Graduate School Dietetic Internship admission will be granted to Russell Sage College undergraduate nutrition majors (and MS/DPD students) who have:

1. Completed the top half of the Phase I Worksheet, discussed this option with their advisor, and has the Phase I Worksheet signed and dated by advisor;
2. Completed all 100 and 200 level chemistry and biology requirements (CHM and BIO);
3. Completed or enrolled in at least the following nutrition core courses: NTR 120, 209, 211, 311, 348
4. A minimum of 3.0 GPA overall;
5. A minimum GPA of 3.3 in the Nutrition (NTR) core courses;
6. Demonstrated leadership at Russell Sage (e.g. participated in club activities), at a prior college or in the community (e.g. Brownie Girl Scout Leader, Sunday School teacher, etc.);
7. Work experience and/or extracurricular experiences which indicate a familiarity with the dietetic profession and a well-rounded background.

Phase II: - The Application

1. Obtain an application for The Sage Colleges BS/DI Program from the Nutrition Science Department Office during the Spring Semester of Junior Year.
2. Attend an information session on the BS/DI as noted on the application form.
3. Submit application, including the Phase I-Freshman/Sophomore Worksheet and the ADA Declaration of Intent Form. Application deadline October 15th. Students will be notified of their acceptance by November 15th.

Phase III: Students admitted to the BS/DI must:

1. Maintain a minimum GPA of 3.0;
2. Maintain a minimum GPA of 3.3 in Nutrition (NTR) coursework;
3. Complete all DPD requirements prior to beginning the DI; and
4. Participate in the ADA Computer Match process, and submit by February 15, a transcript and confirmation letter of intent to complete the SGS dietetic internship.

See next page for application

The Sage Colleges
RSC Dietetics (DPD)/Dietetic Internship (DI) Program
Application Packet Directions for Fall 2012 Class

The Sage Colleges offers a combined DPD & DI program for TSC students who wish to pursue R.D. status in a liberal arts environment.

Minimum Qualifications: The Sage Colleges Didactic Program in Dietetics (DPD) nutrition students, who meet ALL of the following criteria by October 14th of the application year, will be considered:

1. Attended an information session on the DPD/DI Program and a general information session on the SGS DI;
2. Completed all 100 and 200 level chemistry and biology requirements: CHM 103, 104 & 220 and BIO 201& 202;
3. Completed or enrolled in at least the following nutrition & support core courses: SCI 120; NTR 209, 211, 311, 325; and HMN 201;
4. A minimum of 3.0 GPA overall;
5. A minimum GPA of 3.3 in the nutrition (NTR) and support core courses;
6. Demonstrated leadership at Russell Sage College (e.g. participated in club activities), at a prior college or in the community (e.g. Brownie Girl Scout Leader, Sunday School teacher, etc.);
7. Obtained work experience, volunteer activities and/or observational experiences which indicate a familiarity with the clinical nutrition area and a well-rounded background.

The Application – Fall of Senior Year or Last Year with DPD Courses:

1. Obtain a current application form for The Sage Colleges DPD/DI Program from the Nutrition Science Department web site.
2. Attend an Information Session on the DPD/DI Program and a general information session on the SGS DI, as noted above and on the Application form.
3. Submit application and all required accompanying documents, including Letter of Application, all applicable Official Transcripts and the ADA Declaration of Intent Form (obtained from and signed by the DPD Director) to the DI Director.
4. Application deadline is October 14th of your senior year (or last year with DPD courses for the DPD students).
5. Students will be notified of their acceptance by November 15th.

Students admitted to the DPD/DI must:

1. Maintain a minimum GPA of 3.0;
2. Maintain a minimum GPA of 3.3 in the Nutrition & Support Courses listed at the top of page 3, from All institutions;
3. Complete all DPD requirements prior to beginning the DI; and
4. Participate in the ADA Computer Match process, and submit by Feb. 15 after you have been admitted, a confirmation letter of intent to complete the SGS dietetic internship.

**The Sage Colleges BS/DI Program
Phase I-Freshmen/Sophomore Worksheet**

Name _____ Date _____

Major _____ Faculty Advisor _____

Local address _____ Local Phone _____

Expected date of Graduation _____ Email: _____

Briefly describe your recent extra-curricular activities: _____

Briefly describe your dietetics related work experiences: _____

Why do you wish to enroll in the Dietetic Internship at The Sage Graduate School?

Advisor Signature _____

List the semester and year when you completed each of the courses listed below. Also indicate the grade earned. Only provide information for the following courses:

	Semester/year	Grade
Nutrition (SCI 120)	_____	_____
ServSafe® (NTR 209)	_____	_____
Community Nutrition (NTR 325)	_____	_____
Chemistry (CHM 103)	_____	_____
Chemistry (CHM 104)b	_____	_____
Food, Culture, and NTR (HMN 201)	_____	_____
Metabolism (CHM 220)	_____	_____
Intro. to Foods (NTR 211)	_____	_____
Physiology (BIO 117 or BIO 201-202)	_____	_____
Microbiology (BIO 208)	_____	_____
Advanced Nutrition (NTR 311)	_____	_____
Total Credit Hours Earned	_____	
Overall GPA		_____
NTR + Support Courses (includes all courses above) GPA		_____

I understand that my selection into the combined BS/DI Program is contingent upon my maintaining a GPA of 3.0 overall and a 3.3 in nutrition and support courses coursework.

Signature _____ Date _____

**The Sage Colleges BS/DI Program
Phase II-Junior Application**

Name _____ Date _____

Major _____ Faculty Advisor _____

Local address _____ Local Phone _____

Expected date of graduation _____

Total Credit Hours Earned To Date _____ Overall GPA _____ NTR GPA _____

(Attend information session on _____)

All students who meet the established criteria may apply, however, the number selected will be limited by the number of positions available (minimum 8 full time and 1 part time positions). The acceptance decision will be made by Sage Graduate School (SGS) Nutrition Faculty. Students must maintain eligibility for the program (for example a minimum grade point average) throughout their college career or they will be dismissed from the program. Students not selected or not continued in the BS/DI may still apply for desired post-baccalaureate opportunities during their senior year at Russell Sage College.

I have read all materials regarding the combined BS/DI Program. I understand that all qualified students may not be selected for this program because of the limited number of slots available. The selection decision made by the SGS Nutrition Faculty is final and I agree to abide by it. I further agree that if selected for this program, I will make every effort to maintain my eligibility. Should I decide to withdraw from this program at any stage, I will notify my RSC faculty advisor and the SGS Dietetic Internship Director in writing immediately.

Signature _____ Date _____

di2a.bsdi

THE SAGE COLLEGES DIETETIC INTERNSHIP 2011-2012 RSC Dietetics (DPD)/DI APPLICATION*

Name _____

Present Address _____
(Street) (Apt. #)

(City) (State) (Zip Code) (Phone)

Permanent Address _____
(Street) (Apt. #)

(City) (State) (Zip Code) (Phone)

Social Security Number _____ Email: _____

Foreign Applicants: Immigration Status _____ Expiration Date: _____

Expected Date Baccalaureate Degree will be conferred: _____

Expected Date ADA - Minimum Academic Requirements will be completed: _____

Full Time Program _____ or Part Time Program _____

Practicum Placement Preference: ___ Capital District ___ Kingston Area ___ Poughkeepsie Area

___ Utica/Rome ___ Plattsburgh ___ Other – specify _____ Rank
order your preference: 1 = first choice, etc., 0 = will not accept placement in this location

I. Attended DPD/DI and a general DI Information Session on _____
Provide 2 Dates

II. Education: List all colleges and universities attended, list most recent first.

<u>School</u> (City/State)	<u>Address</u>	<u>Dates</u>	<u>Degree</u>
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Total Credit Hours Earned to Date for BS Degree _____ Overall GPA _____ *

Total Credit Hours Earned to Date for MS Degree, if applicable _____ Overall GPA _____

NTR + Support Courses (include only the courses listed below) GPA _____ **

**Must calculate Overall GPA based on entire transcript for each college in which courses are transferred to TSC to earn BS degree and/or DPD requirements. Refer to the ADA Standard DI application for details on how to calculate Overall GPA.*

***Must include the grade received for any transferred courses.*

Nutrition & Support Courses

List the semester and year when you completed each of the courses listed below. Also indicate the grade earned. Only provide information for the following courses:

	<u>Semester/year</u>	<u>Grade</u>
Biology 201		
Biology 202	_____	_____
Chemistry (CHM 103)	_____	_____
Chemistry (CHM 104)	_____	_____
Microbiology (BIO 208)	_____	_____
Metabolism (CHM 220)	_____	_____
Nutrition Science (SCI 120)	_____	_____
Food, Culture and Nutrition (HMN 201)	_____	_____
ServSafe® (NTR 209)	_____	_____
Intro. to Foods (NTR 211)	_____	_____
Advanced Nutrition (NTR 311)*	_____	_____
Community Nutrition (NTR 325)	_____	_____

*May also be met by the combination of two courses: NTR 401/501 and NTR 403/503 combined

III. Work (paid & volunteer) and observational experience related to Dietetics: List all experience related to the field of dietetics, beginning with most recent experience. Include paid, volunteer and related observational experiences; indicate if experiences were paid or volunteer. *Do not include experiences required for a college course.* You may insert additional lines.

Place of Employment	Name and Title of Supervisor	Dates, Hrs./ Weeks	Paid/ Volunteer	Position, Title & Responsibilities
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IV. Other work experience: List all other work experience, beginning with most recent experience. Indicate if experience was paid or volunteer. You may insert additional lines.

Place of Employment	Name and Title of Supervisor	Dates Hrs./ Weeks	Paid/ Volunteer	Position, Title & Responsibilities
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

V. Honors, extracurricular/volunteer activities: List organizations, appointed or elected offices, scholarships, and honors received. You may insert additional lines. Include dates/years of involvement and level of participation. _____

VI. Letter of Application: Provide a single spaced, typed letter addressed to the DI Director, no more than two pages in length attached to the application Form. It should include the following: reason for applying to the Sage Graduate School Dietetic Internship, personal and professional achievements, short and long term goals, and strengths and weaknesses.

VII. Transcripts: Include an official copy of a transcript from EACH college/university attended. Grades for junior year must be included.

VIII. ADA Declaration Intent Form or DPD Verification Form- obtained from DPD Director. Attach to Application Form behind the Letter of Application.

All students who meet the established criteria may apply. However the number selected will be limited by the number of positions available each year. The acceptance decision will be made by the Dietetic Internship Director. Students must maintain eligibility for the program (for example a minimum grade point average) throughout their college career or they will be dismissed from the program. Students not selected or not continued in the DPD/DI may still apply for the Sage DI or other dietetic internship opportunities during their senior year at Russell Sage College or upon completion of the DPD requirements

I have reviewed the SAGE DI web site and read all materials regarding the combined DPD/DI Program. I understand that all qualified students may not be selected for this program because of the limited number of slots available. The selection decision made by the DI Director is final and I agree to abide by it. I further agree that if selected for this program, I will make every effort to maintain my eligibility. Should I decide to withdraw from this program at any time, I will notify my RSC faculty advisor and the Dietetic Internship Director in writing immediately.

I understand that my selection into the DPD/DI Program is contingent upon my maintaining a GPA of 3.0 overall and a 3.3 in nutrition and support courses, and completion of the bachelor degree and/or DPD prior to the start date of the DI.

Student Signature

Print

Date

Submit application packet to: Rayane AbuSabha, Ph.D., R.D., Associate Professor, DI Director, Sage Graduate School, Room 327 Ackerman Hall, by October 14th. Applicant will be notified of acceptance status by November 15th.

* All information on this application must be typed.

TIPS FOR USING THE CADE ONLINE DIRECTORY OF DIETETIC INTERNSHIPS

The CADE online Directory of Dietetic Internships is on the ADA Website at <http://www.eatright.org/students/education/di.aspx>

Use the edit function to narrow your search for programs with a particular feature. To use this function:

Always start your word search at the beginning of the directory list.

Use the edit function by pressing the Control key and the key for the letter F simultaneously.

In the box that appears, type the word or phrase you want to find. You do not need to match the word case.

Click on Find Next to find the next occurrence of the word or phrase.

Continue to Click Find Next to find additional occurrences.

Below are some examples of searches you can use to find specific programs in the Dietetic Internship list:

State or City: Search for the State or City by name. Use the 2-letter abbreviation for the state and check the box to select whole word only.

Enrollment date: These are generally shown as a month. Enter the full name of the month.

Length of the Program: The length of the program is generally shown as a range of two months. For example try finding programs that are 9 to 10 months or 10 to 11 months.

Computer Match Date: Enter April or November or exempt.

Stipend: Entering the word stipend will find programs with monetary as well as non-monetary stipends.

Emphasis area: 207 of the 259 internships have defined emphasis areas. The table below shows the emphasis areas and the number of programs in each category. To find the programs for a particular emphasis area type in the name of the emphasis area as shown below:

Number of Emphasis Area Programs	Number of Emphasis Area Programs
2 Business/Entrepreneur	1 Natural Medicine
1 Child Nutrition	4 Nutrition Education
31 Community	33 Nutrition Therapy
1 Community/Urban Health	2 Nutrition Therapy/Community
1 Developmental Disabilities	1 Pediatrics, Maternal and Child Health
10 Food Service Systems	1 Psychiatric Disabilities in Long Term Care
110 General	2 Sub Acute Long Term Care
1 Information Technology	1 Research
3 Military Skills	1 Wellness
1 Medical Dietetics	

Computer Matching: Applicant Responsibilities

All complete computer matching information, including computer matching dates with deadlines, is on the ADA/CADE Web site at

www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_2408_ENU_HTML.htm

APPLICATION PHASE

Applicants are responsible for obtaining current application materials from the Dietetic Internships (DI). The basic steps in this process are:

- Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the ADA Web site or from ADA staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director, if available.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Request references from advisor/faculty/employers and order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not ADA staff.
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Register for the computer match on the D&D Digital Web site at www.dnndigital.com. Pay the computer match fee (\$50.00) with a credit card and submit your prioritized list of selected dietetic internships by the deadline date.

COMPUTER MATCHING PHASE

- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.

APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program's time zone) on Appointment Day.
- Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

IMPORTANT APPLICANT RESPONSIBILITIES

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who do not receive a computer match must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

DATES FOR COMPUTER MATCHING

Table found at: <https://www.dnddigital.com/ada/overview.php>

Dates for Computer Matching Process November 2011 through November 2012

The following deadline dates and appointment dates for computer matching Dietetic Internship appointments have been established in conjunction with D&D Digital.

Computer Matching Period	Deadline for Submitting Computer Matching Information Online	Applicant Notification Day	Applicant Appointment Day	Posting Date of Programs with Open Positions
November 2011	September 23, 2011	Sunday, November 6, 2011 beginning at 6:00 pm CDT	November 8, 2011	November 9, 2011
April 2012	February 15, 2012	Sunday April 1, 2012 beginning at 6:00PM CDT	April 3, 2012	April 4, 2012
November 2012	September 25, 2012	Sunday, November 4, 2012 beginning at 6:00 pm	November 6, 2012	November 7, 2012

Please note: Students must notify the Dietetic Internship Program Director if they accept/reject the computer match by 5:00 pm on Appointment day of the program's time zone.

Contact Information: D&D Digital
 304 Main Street
 Ames, IA 50010
 Phone: 515-292-0490
 Fax: 515-663-9427
 E-Mail: dnd@sigler.com

NUTRITION
GRADUATE PROGRAMS

**POST-BACCALAUREATE CERTIFICATE
IN NUTRITION SCIENCE**

Nutrition Science Post-Baccalaureate Certificate

The Post-Baccalaureate Certificate in Nutrition Science, a 45-credit hour program that equips students with a comprehensive understanding of nutrition, is specially designed for students who hold a Bachelor's degree in a field other than nutrition. The program provides the core didactic program in dietetics (DPD) coursework required to prepare students to pursue the Registered Dietitian (RD) credential. The program is also appropriate for individuals who wish to pursue a terminal post-baccalaureate certificate in order to develop a credential in foundational nutrition science concepts and to enhance their effectiveness and opportunities in the workplace setting.

All rules that apply to the undergraduate BS students also apply to the Post-Baccalaureate/DPD students. Thus, Post-Baccalaureate students who successfully complete all DPD coursework* will be able to obtain a verification statement (**See Dietetics/DPD Program Section**) and be eligible to apply to a dietetic internship (See Dietetic Internship Section).

**Students need to receive a grade of C or above in SCI 120, HMN 201 and all NTR courses, as well as have an overall GPA of 3.0 or above in order to successfully complete the DPD and obtain a verification statement.*

Notes

* In NTR 325 and NTR 448, students are required to complete a total of 24 hours of approved nutrition community volunteer experience.

* Students are required to become members of the American Dietetic association (ADA) during their first year (Annual Dues about \$50).

SAGE GRADUATE SCHOOL

Program of Study for
Post Baccalaureate Certificate in Nutrition Science (Dietetics Track)

Name: _____ E-mail: _____
 Address: _____ Work Phone: _____
 Home Phone: _____
 Acceptance: Regular: _____ Provisional: _____ Probational: _____

Provisions/Contingencies: _____

Transfer Credits, Substitutions, or Waivers: _____

√	Course	Credits
Core Post Baccalaureate in Nutrition Science Courses:		
	SCI 120 – Nutrition Science*	3
	NTR 209 – ServSafe	1
	NTR 211 – Introduction to Food Science	4
	NTR 313 – Food Service Systems Management	3
	NTR 314 – Quantity Food Production	3
	NTR 325 – Community Nutrition	3
	NTR 501 – Nutritional Metabolism I: Macronutrients	3
	NTR 503 – Nutritional Metabolism II: Micronutrients	3
	NTR 502 – Advanced Food Science	4
	NTR 504 – Medical Nutrition Therapy	4
	NTR 517 – Nutrition and Human Disease	4
	NTR 448 – Special Topics in Nutrition	3
Post Baccalaureate Support Courses		
	SCI 310 – Exercise Physiology	4
	HMN 201 – Food, Culture, & Nutrition*	3
Total Post Baccalaureate Certificate Credit Hours		45

Prerequisites		
Additional Courses to Complete Didactic Program in Dietetics (DPD) Requirements*		
	ACC 202 – Managerial Accounting	3
	BIO 201 – Anatomy & Physiology I	4
	BIO 202 – Anatomy & Physiology II	4
	BIO 208 – Microbiology	4
	CHM 103 – Introduction to General Chemistry	4
	CHM 104 – Introduction to Organic & Biochemistry	4
	CHM 220 – Introduction to Human Metabolism	3
	PSY 101 – Introduction to Psychology	3
Select one of the following statistics courses:		
	PSY 207 – Statistics w/ Computer Applications	3
	MAT 220 – Applied Statistics I	3
	ECO 215 – Statistics for Decision Making	3
Select one of the following counseling courses:		

<i>PSY 304 – Counseling: Research, Theory & Practice</i>	3
<i>PSY 324 – Group Counseling</i>	3
<i>PSY 567 - Group Counseling Dynamics</i>	3
<i>PSY 571 – Theories of Counseling</i>	3
<i>PSY 326 – Health Psychology</i>	3
Select one of the following courses:	
<i>BUS 314 – Organizational behavior</i>	3
<i>PSY/SOC 301 - Social Psychology</i>	3
<i>PSY 319 – Group Dynamics</i>	3
*By permission of program director, equivalent courses may apply	

Signatures:

Student _____ Date: _____

Program Director _____ Phone No: 244-2047 Date: __ __

**MASTER OF SCIENCE
IN APPLIED NUTRITION**

Master of Science in Applied Nutrition

The demand for nutrition professionals is on the rise. With the emergence of the obesity epidemic and the new era of nutritional genetics, unprecedented and exciting career opportunities are becoming available for nutrition graduates. In addition, changes in health care, increases in reimbursements, and the need for evidence-based practice require nutrition professionals to obtain advanced clinical and research skills.

The MS in Applied Nutrition is based on a solid scientific foundation with a strong focus in nutritional epidemiology, food and nutrition program evaluation, and the most up to date issues in the nutrition field. This MS degree enhances promotion and job mobility for individuals in health, dietetics, and the food industry, as well as community and public health nutritionists.

The 36-credit M.S. in Applied Nutrition is designed to be flexible and to accommodate the returning adult learner. Emphasis is placed on providing students with the following skills:

- Critical evaluation skills through analysis of research literature.
- Ability to integrate and apply what is learned to relevant and current situations.
- In-depth knowledge and understanding of the most recent developments in the field.
- Strong background in theory of health behavior and the translation of theory into practice, a valuable tool in public health, community as well as clinical nutrition settings.
- Skills in planning, conducting, and evaluating food and nutrition programs and interventions.
- Hands-on experience in designing and conducting research including identifying research hypotheses, developing surveys, collecting and analyzing data, as well as interpreting results and write-up. All students will be encouraged to publish their work.

Admission Requirements

Applicants to the program must meet the general admission requirements for Sage Graduate School (see page 4). An interview with the Director of Graduate Program in Nutrition is recommended.

Registered Dietitians with Graduate Credits

Official transcripts will be evaluated. A maximum of nine graduate credits or 25 percent of the degree, whichever is greater, may be transferred from another institution if such work was completed within five years of the first course counted toward the MS degree at Sage. Transferred credits must be a “B” or better.

Registered Dietitians Who Completed the Sage Graduate School Dietetic Internship

Selected credits earned through the Sage Graduate School Dietetic Internship will apply to the MS in Applied Nutrition. Students must complete the remaining 21 credits, part of which include a master’s project, in order to graduate with an M.S. in Applied Nutrition.

Applicants with Bachelor’s Degree in a Field Other Than Nutrition

Official transcripts will be evaluated. Certain undergraduate nutrition prerequisites (normally SCI 120, NTR 311, 502, 504, and 517) will be required in preparation for graduate study.

General Information

Students may attend the MS degree program on a full-time or part-time basis. The program is a minimum of three to four terms for full-time students. Working students and commuting students will find courses conveniently scheduled.

SAGE GRADUATE SCHOOL

Master of Science in Applied Nutrition

Program of Study for Students with a Bachelors Degree in a Field Other than Nutrition

Name: _____ E-mail: _____
 Address: _____ Work Phone: _____
 Home Phone: _____
 Acceptance: Regular: _____ Provisional: _____ Probational: _____
 Provisions/Contingencies: _____

Transfer Credits, Substitutions, or Waivers: _____

Completed	Course	Credits
Core Courses:		
	<i>NTR 561 - Nutrition Programs & Interventions: Theory & Practice</i>	3
	<i>NTR 562 – Weight Management</i>	3
	<i>NTR 555 – Nutrition Research: Interpretation and Communication</i>	3
	<i>NTR 601 – Nutrition Seminar I</i>	1
Support Courses		
	<i>NTR 502 – Advanced Food Science</i>	4
	<i>NTR 504 – Medical Nutrition Therapy</i>	4
	<i>NTR 517 – Diet and Disease</i>	4
	<i>NTR 553 - Epidemiology for the Health Sciences</i>	3
Research Methods Courses		
	<i>NTR 551 – Research Methods for the Health Sciences</i>	3
	<i>NTR 690 – Directed Research I – MS Thesis</i>	3
	<i>NTR 691 – Directed Research II – MS Thesis</i>	3
Total Degree Credit Hours		36
Prerequisites:		
	<i>SCI 120 – Nutrition Science*</i>	3
	<i>NTR 501– Nutrition Metabolism I: Macronutrients</i>	3
	<i>NTR 503 – Nutrition Metabolism II: Micronutrients</i>	3
	<i>PSY 101 – Introduction to Psychology*</i>	3
	<i>BIO 201 – Anatomy & Physiology I*</i>	4
	<i>BIO 202 – Anatomy & Physiology II*</i>	4
	<i>MAT 220 – Applied Statistics I*</i>	3
*By permission of program director, equivalent courses may apply		

Note: If student wishes to pursue registered dietitian status, additional courses will be required.

Signatures:
 Student _____ Date: _____

Program Director _____ Date: _____

Sonya Irish Hauser, PhD

Revised Date: 4/21/10

SAGE GRADUATE SCHOOL
 Program of Study for
 Master of Science in Applied Nutrition with Dietetic Internship

Name: _____ E-mail: _____
 Address: _____ Work Phone: _____
 _____ Home Phone: _____
 Acceptance: Regular: _____ Provisional: _____ Probational: _____
 Provisions/Contingencies: _____

Transfer Credits, Substitutions, or Waivers: _____

Completed	Course	Credits
<i>Core Courses:</i>		
	<i>NTR 561 - Nutrition Programs & Interventions: Theory & Practice</i>	3
	<i>NTR 562 – Weight Management</i>	3
	<i>NTR 555 – Nutrition Research: Interpretation and Communication</i>	3
<i>Support Courses</i>		
	<i>NTR 553 - Epidemiology for the Health Sciences</i>	3
<i>Research Methods Courses</i>		
	<i>NTR 551 – Research Methods for the Health Sciences</i>	3
	<i>NTR 690 – Directed Research I – MS Thesis</i>	3
	<i>NTR 691 – Directed Research II – MS Thesis</i>	3
<i>Dietetic Internship Courses</i>		
	<i>NTR 525 - Advanced Medical Nutrition Therapy</i>	3
	<i>NTR 530 – Practicum in Dietetic Internship I</i>	6
	<i>NTR 531 – Practicum in Dietetic Internship II</i>	6
	<i>NTR 532 - Practicum in Dietetic Internship III</i>	6
	<i>NTR 549 - Nutrition and Disease Management for Pediatrics</i>	3
Total Degree Credit Hours		45

Signatures:
 Student _____ Date: _____
 Program Director _____ Date _____
 Sonya Irish Hauser, PhD

Sage Graduate School Grievances and Appeals

Students who wish to request reconsideration of academic decisions made with regard to their progress and performance in the academic program may appeal to the Academic Standards Subcommittee of the Sage Graduate School Curriculum Committee. Students who wish to appeal to the Academic Standards Subcommittee must write to the Dean of Sage Graduate School, explaining the nature and rationale for the request. The student's program director and the dean each make a recommendation to the Academic Standards Subcommittee, which then makes a determination regarding the student's request. The Dean of Sage Graduate School communicates the determination to the student.

The Sage Graduate School Grievance Appeals Panel reviews student grievances which have been acted upon by the Academic Standards Committee of the SGS Curriculum Committee. The Grievance Appeals Panel will consider student grievances concerning academic matters including:

- the degree process such as grading, evaluation, or status;
- allegedly unprofessional conduct toward students;
- allegedly unfair or discriminatory treatment of students;
- allegedly unfair disciplinary actions.

The request for an appeal must be made in writing to the Dean of Sage Graduate School, within 30 days of the student's receipt of the determination of the Academic Standards Subcommittee. The letter requesting an appeal must state the basis of the grievance and the facts that support it. It should include a summary of steps already taken (or why steps were omitted). The student/appellant must state why the resolution is unfair or unsatisfactory. The student must state what the desired remedy is. The Dean will transmit the appeal to the Sage Graduate School Curriculum Committee (SGSCC) Chairperson to determine whether or not the appeal will be accepted for review. If the appeal involves a student from the program in which the Chair of the SGSCC serves, the Chair will designate a member of the SGSCC who is not affiliated with the appellant's program to determine whether or not the appeal will be accepted for review. If an appeal is accepted for review, a Grievance Appeals Panel will be formed to hear the case within 20 business days of receipt of the student's request.

Conditions for Dismissal

The administrative officers at Sage reserve the right to require at any time the withdrawal of students for reasons of health or conduct or whose academic standing does not comply with the regulations; in such cases fees will not be refunded or remitted, in whole or in part, and neither Sage nor any of its officers shall be under any liability whatsoever for such exclusion.

<http://www.sage.edu/sgs/academics/policies/>

PROFESSIONAL ORGANIZATIONS

COMMUNITY AND PROFESSIONAL SERVICE HIGHLY VALUED IN THE NUTRITION SCIENCE DEPARTMENT

All nutrition majors are encouraged to participate in the Student Nutrition Club and other extracurricular organizations on and off campus as evidence of community and professional service.

AMERICAN DIETETIC ASSOCIATION MEMBERSHIP

ADA Membership enables students to access the ADA web site for position papers, journal articles and much more. In addition, long standing membership sends the message that you are committed to the field and are serious about your studies. An application to join ADA can be found on the ADA website at www.eatright.org.

All JUNIORS, SENIORS, and Post-Baccalaureate students are required to be student members of the American Dietetic Association.

Student membership benefits include: finding ADA scholarships, search for jobs, networking , access research you can use in your classes such as the Evidence Analysis Library (EAL) and learn more about the profession. You will also be entitled to student discounts on some publications. As a student member of ADA you will be a member of the New York State Dietetic Association (NYSDA).

AMERICAN DIETETIC ASSOCIATION

Invitation to Student Membership

2011—2012

Help yourself to a

HEALTHY CAREER

IN DIETETICS

ADA is serving up the member-only resources
you need to maximize your earning potential

Become a

STUDENT MEMBER

of the AMERICAN DIETETIC ASSOCIATION today, and help yourself to
resources you can use to boost your grades and get a strong start to your career.

With an ADA student membership, you can start NETWORKING and LEARNING real-
world insights now-which can pay off later.

To join ADA go to

<http://www.eatright.org/students/join/>

Hudson Valley Dietetic Association Membership Application



Hudson Valley Dietetic Association

How to join: The membership year of HVDA is June 1st, 2011 - May 31st, 2012,
Option 1 - Complete the online application - \$25/yr (students \$10.) You may include optional contributions for HVDA Scholarship, ADA Foundation and NYSDA Political Action Committee with your dues payment. Please identify allocations on the check. Option 2 - Print and mail in a membership application - \$35/yr (students \$10.)

For Membership Application:

www.hvda.net