

COLUMBUS STATE

NUTRITION AND DIETETICS TECHNICIAN PROGRAM

Columbus State Community College
Health and Human Services Division
Hospitality Management and Culinary Arts Department
Nutrition and Dietetics Program

Student Handbook
2025-2026

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COLUMBUS STATE

HEALTH & HUMAN SERVICES DIVISION

A MESSAGE FROM THE DEAN OF HEALTH & HUMAN SERVICES

Welcome to the Division of Health & Human Services at Columbus State Community College. We are delighted you chose to continue your education with us. We believe that you have made an excellent choice and cannot wait for you to experience the high-quality education and support that the faculty and staff in our division have been known to provide.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of eight departments offering nearly 70 degree and certificate programs, we have something for everyone.

You will have the opportunity to learn from faculty who are experts in their field of instruction. They have years of experience as educators and as industry professionals. Our faculty know what it takes to succeed in the workplace, and, more importantly, are adept at passing their skills and knowledge on to students such as yourself.

The advisors, staff, and administrators in the Health & Human Services Division are on standby to help you along every step of your journey as well. Our doors are always open to help you schedule your courses, overcome non-academic barriers, and resolve issues.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well recreational and athletic opportunities that you can share in as a student.

On behalf of the Health and Human Services Division, I wish you the very best in your studies at Columbus State and for your future!

All the best,
Terrence A. Brown PhD.
Dean, Health & Human Services

WELCOME FROM THE NUTRITION AND DIETETICS PROGRAM COORDINATOR

Welcome to the Nutrition and Dietetics Program in the Hospitality Management and Culinary Arts Department at Columbus State Community College.

You have chosen to prepare for an interesting and rewarding profession that is essential for the health and well-being of all people. The faculty looks forward to helping you achieve your educational goal. It is our goal to assist you in developing the knowledge and skills needed to become a Nutrition and Dietetics Technician Registered (NDTR).

Your success as a student will require that you be diligent and committed to the education needed to prepare you to be employed in the field of dietetics. Achieving excellence in your chosen field will open many opportunities for you in the future.

I am here to guide and assist you in whatever way possible. If you need help, or have questions please contact me. I am available by appointment, or on a “drop in” basis.

We wish you the best as you seek to become a competent professional skilled in the art and science of food and nutrition. May your time at Columbus State Community College be enjoyable and rewarding.

Paula Gallagher, MFN, RD, LD
Nutrition and Dietetics Program Coordinator

NUTRITION AND DIETETICS STUDENT HANDBOOK PURPOSE

This Student Handbook provides information specific to students in the Nutrition and Dietetics Program. This handbook applies to all students in the Nutrition and Dietetics Program who are pursuing the following: *Associate of Applied Science Degree-Dietetic Technician Major, Dietary Manager Certificate.*

Each student must sign the Handbook Acknowledgement form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

Columbus State Community College is committed to supporting a respectful and productive learning, athletic and working environment free of discrimination, harassment, and retaliation. The College prohibits discriminatory or harassing behavior based on a protected class by or against students, employees, persons participating in a College program or activity, vendors, and College visitors.

STATEMENT ACKNOWLEDGING CHANGES TO THE NUTRITION AND DIETETICS STUDENT HANDBOOK

This student handbook is subject to federal, state, and local law as well as national and state governing bodies, Columbus State Policies and Procedures, and Nutrition and Dietetics Policies and Procedures. As changes in the law or policy by one or more of these entities occur, corresponding revisions to this handbook will be made periodically.

Students are advised that these changes may occur with or without prior notice. Therefore, students should check for updates to program information at <https://www.csc.edu/academics/departments/diet/>

COLLEGE POLICIES

Student Code of Conduct Summary

Columbus State has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of the College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the College. In addition to these rules, the behaviors enumerated under the Student Code of Conduct may result in penalties up to and including expulsion from the college.

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in [Columbus State Policy 7-10](#) and [Procedure 7-10 \(G\)](#). It is the student's responsibility to familiarize themselves with the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please see: <https://www.csc.edu/services/student-conduct/>.

Concerns related to sexual harassment (which includes domestic violence, dating violence, stalking

and sexual assault), appropriate parenting and pregnancy accommodations for students, discrimination based on a protected class and specific types of retaliation should be referred to the Compliance Office. <https://www.cscs.edu/about/equity-compliance/>

Student Code of Conduct Action and Academic Performance

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

When a student's academic performance, professionalism, safety practices, and/or conduct in the classroom and learning environment, is determined by the academic program to be unsatisfactory, inappropriate, and/or interferes with the learning environment, it will be addressed with notice to the student of the unacceptable behavior by the academic program. The student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

Background Check and Drug Screening Disclosure for Students Pursuing Health and Human Services Programs

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, and/or drug screening prior to placement or acceptance into such a program. Please see the program specific policy in the Program Admission and Continuing Compliance Requirements Chapter, to learn more about your academic program's requirements.

Individuals with Disabilities

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. It is also the policy of Columbus State to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College-sponsored programs or services who have disabilities. These acts can be found in Columbus State Policy 3-41, which can be accessed at the following website:

<https://www.cscs.edu/about/policies-procedures.shtml>.

Columbus State offers a wide range of support to encourage the enrollment of people with disabilities. Located in Eibling Hall 101, the Disability Services Office provides services to qualified students with disabilities for all Columbus State locations. It is the student's responsibility to request

accommodations for access. If you would like to request such accommodations for access, please contact Disability Services: Eibling Hall 101, (614)-287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or calling (740) 203-8345 to begin the process of registering with Accessibility Services. Students can also visit the Accessibility Services website at:

<https://www.csc.edu/services/disability/register.shtml>. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive.

For more information about Accessibility Services at Columbus State please visit the Accessibility Services website at: <https://www.csc.edu/services/disability/>.

Student Rights under the Family Educational Rights and Privacy Act (FERPA)

Columbus State complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Student rights under FERPA are published in the Columbus State Catalog. To view the Columbus State Catalog online please visit <https://www.csc.edu/academics/catalog/>. Also pursuant to FERPA, Columbus State has designated certain information about students as directory information. To learn more about what information is considered directory information or how to request that your directory information be withheld from the public, please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

Sexual Harassment/Sexual Violence (Title IX), Discrimination/Harassment and Retaliation

Columbus State is committed to maintaining a workplace, academic and athletic environment free of discrimination and harassment. The Compliance Office oversees the College's policies, procedures and initiatives related to sexual harassment (which includes domestic violence, dating violence, stalking and sexual assault), appropriate parenting and pregnancy accommodations for students, discrimination based on a protected class and specific types of retaliation. Protected classes include sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child, status as a nursing mother, status of a foster parent, and gender identity and expression

For additional information about policies, procedures, resources, other supports related to sexual harassment, discrimination/harassment based on a protected class and the types of retaliation the Compliance Office addresses and how to report such behavior, please see [Title IX, Harassment, Discrimination at Columbus State](#).

You also may contact a representative of the Compliance Office: [Equity & Compliance | Columbus State Community College \(csc.edu\)](#)

Campus Safety/Clery Act

A college campus offers an open, welcoming environment where many people congregate during the course of a day. To be safe, everyone should be aware of his/her surroundings at all times. If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287-2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be

reported to the Police Department. You can call the Police Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. Columbus State also complies with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus SaVE Act).

For more information about campus safety, how to sign up for emergency text alerts, and to view the Columbus State Clery Act Annual Security Report, please visit the Columbus State Police website at: <https://www.cscs.edu/services/police/>. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>.

Veterans and Service Members Support and Assistance

Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. To better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>.

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website: <https://www.cscs.edu/services/military-veterans/>. Columbus State's G.I Bill Office is located in Union Hall, Rm 48 and their phone number is: (614) 287-2644.

Drug- and Alcohol-Free Campus

Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at: <https://www.cscs.edu/services/counseling/> and the Drug & Alcohol Abuse Prevention website at: <https://www.cscs.edu/services/drug-alcohol/>.

Further, Students should be aware that the Columbus State Student Code of Conduct Policy and Procedure 7-10 prohibits the use, possession, or distribution of an alcoholic beverage; the use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; and the abuse or misuse of prescriptions or over-the-counter medication. The Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>.

Tobacco Free Campus

Columbus State strives to enhance the general health and wellbeing of its students, faculty, staff, and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco-free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated, or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e- cigarettes. For information, including cessation resources, please visit https://www.cdc.gov/tobacco/quit_smoking/index.htm

To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: <https://www.csc.edu/about/policies-procedures/13-13.pdf>

Grade Grievance Procedure Summary

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

Written Student Complaints

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice- President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Image Release Acknowledgment

As a general rule under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, see [Ohio Revised Code section 2741.09\(A\)\(5\)](#). This educational exception also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on

Columbus State property or at Columbus State events and used if the use is to promote the college's educational purposes.

Additional Columbus State Websites

Below are the links to additional Columbus State websites:

- For the current policies and procedures of Columbus State, please visit the following website: <https://www.cscs.edu/about/policies-procedures.shtml>
- For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: <https://www.cscs.edu/services/student-handbook.shtml>
- To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: <https://www.cscs.edu/academics/catalog/>
- Columbus State's Social Media Guidelines can be accessed at the following website: <https://www.cscs.edu/about/policies-procedures.shtml>
- Institutional Disclosure-Student Right to Know can be accessed at the following website: <https://www.cscs.edu/about/institutional-disclosure.shtml>

NUTRITION AND DIETETICS PROGRAM OVERVIEW

Dietary Manager Certificate

- The Dietary Manager Certificate Program is embedded into the first three semesters of the five semester Associate Degree Dietetic Technician program. The Dietary Manager Certificate Program is approved by the Association of Nutrition and Foodservice Professionals (ANFP) and is designed to prepare students to manage foodservice operations in a variety of healthcare facilities.
- Students are eligible for ANFP Pre-Professional membership; graduates are eligible for the Certified Dietary Manager (CDM) credentialing exam and ANFP Professional membership. The certificate includes eight required courses (19.5 credit hours) and consists of both classroom instruction and practicum/field experience.
- All practicum/field experience hours are completed in healthcare facilities, agencies or organizations accredited by their appropriate agencies which have sufficient and experienced personnel, adequate equipment and opportunities to provide the type of experiences needed in the program.
- The practicum/field experience is appropriately precepted and has a required minimum of 150 hours. A Registered Dietitian Nutritionist directly supervises a minimum of 25 of the 27-nutrition related field experience hours and coordinates the entire 150 hours.
- All courses listed on the Dietary Manager Certificate Plan of Study are also required for the

Dietetic Technician Program and in the same sequence. The Dietary Manager Certificate student has the option of continuing the program to complete an associate degree. Credit hours earned can be applied to the Dietetic Technician major to complete an Associate of Applied Science degree.

Association of Nutrition and Foodservice Professionals has the following contact information: Mail: PO Box 3610, St. Charles, IL 60174, Phone: 800.323.1908. Email: info@ANFPonline.org

Dietetic Technician Associate Degree – The Path to Becoming an NDTR

To become credentialed as a Nutrition and Dietetics Technician Registered (NDTR) you will need to complete the following steps:

- You must graduate from an accredited dietetic technician program such as the one in which you are enrolled. At Columbus State you will need to complete all courses in the curriculum. These include both general education and technical didactic course work, as well as 450 hours of practicum hours.
- To qualify for graduation, you will need to attain a 2.00 or higher cumulative grade point average (GPA). Many of the major-specific or technical courses require a “C” grade (2.00) to proceed to another course. Specific information about each course can be found in the College Catalog course descriptions.
- After graduation, the program coordinator will complete a verification form and give you several copies. This is a document that confirms you have completed an accredited dietetic technician program. Future employers may request an original copy during the application process and the Commission on Dietetic Registration (CDR) may need a copy of the document you qualify to take the examination.
- After you have qualified for graduation and received the Associate of Applied Science (A.A.S.) degree, the program coordinator will submit documentation to the CDR stating you are eligible to take the national examination to become a Nutrition and Dietetics Technician Registered (NDTR). Several weeks later you will receive forms from CDR to complete and send to Pearson Vue along with the required fee. Pearson Vue will then send you a permission slip that allows you to go to a designated testing center and take the computerized examination within the next year. You will know whether you passed immediately.
- The next step is to maintain the NDTR credential. Life-long learning is a necessary way of life to be a knowledgeable professional. You will need to develop a Professional Portfolio in which you will establish educational goals to guide your continuing education for the next five years. After each five-year period you will develop new goals for yourself. As you progress through each five-year period you will need to document what you do to achieve your goals. Fifty hours of continuing education is required every five years to maintain the NDTR credential.

Nutrition and Dietetics Program Outcomes

Graduates of the Nutrition and Dietetics Program will be able to:

- Maintain appropriate standards of professionalism, including ethical behavior and adherence to dress and grooming codes required for the industry.
- Set and maintain high quality service standards for satisfying diverse customers.
- Demonstrate effective written and oral communication skills with management, employees, and customers.
- Apply nutrition principles to menu planning and food production for a variety of customers.

- Plan, organize, and supervise the production and service of food and beverage to customers.
- Define concepts and procedures for purchasing, receiving, storage and inventory; and develop specifications for purchase of food and non-food items.
- Produce high quality food products using appropriate ingredients and equipment.
- Demonstrate knowledge of and an ability to comply with laws, rules and regulations governing foodservice and healthcare operations.
- Monitor and analyze quality of patient care and foodservice operations.

In addition, Dietetic Technician majors will be able to:

- Modify diets and menus to meet the needs of persons requiring texture, energy, and nutrient modifications.
- Gather and analyze diet history data and apply this information to nutrition care planning for persons on normal and modified diets.
- Provide basic nutrition education for individuals and groups.

Students are advised that this handbook is subject to change and may not be immediately revised. Therefore, students should check for the most current information regarding the program outcomes on the academic program website: <https://www.csc.edu/academics/departments/diet/>

Hospitality Management Department Mission Statement

The mission statement for the department is consistent with and further defines the mission of the college. The School of Hospitality Management and Culinary Arts provides students from diverse backgrounds with innovative, applied, and quality education in preparation for leadership roles in hospitality, travel/tourism, hotel/lodging, nutrition, culinary arts, baking, pastry arts, and restaurant management.

Several majors leading to Associate of Applied Science Degrees are available in the Department: Culinary Apprenticeship, Dietetic Technician, Restaurant and Foodservice Management, Baking and Pastry Arts and Hotel, Tourism and Event Management. In addition, certificates are available as follows: Baking, Dietary Manager and Meeting and Event Management.

Dietary Manager Certificate Mission Statement

- The mission for the Dietary Manager Certificate Program is to provide a quality program designed to develop competency to practice in food service supervision, to meet the requirements for the program approved by the Association of Nutrition and Foodservice Professionals and to provide for the occupational needs of the healthcare community.

Dietary Manager Certificate Mission Statement

- To prepare graduates with the ability to function as a Dietary Manager
- To provide a background of information about institutional development in the healthcare field
- To explain and demonstrate the principles of food procurement, production and service
- To teach students basic information about normal and therapeutic nutrition and its application in healthcare operations
- To provide students the opportunity to learn how to develop and use management tools that lead to effective operation management
- To develop student awareness of methods used to promote effective human relation

- To prepare graduates for membership in the Association of Nutrition and Foodservice Professionals and to successfully pass the certification examination for Dietary Managers
- To maintain standards of education that qualify the program for continued approval by the Association of Nutrition and Foodservice Professionals

Dietetic Technician Major Mission Statement

The mission of the Dietetic Technician Major is to provide a program which meets the needs of its students and the Central Ohio employers. Through the provision of a variety of general, basic, and technical didactic coursework and a variety of practicum experiences, the graduate will be qualified for an entry level dietetic technician position.

This mission coordinates with the College and Hospitality Management mission statements.

Dietetic Technician Major Program Goals

The Columbus State Dietetic Technician Program Goals for 2024-2029 are as follows:

Goal 1 – The Dietetic Technician Program will adequately prepare graduates for a successful outcome on the national registration exam.

Objective 1.1 – The program's one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for nutrition and dietetics technicians is at least 70%.

Objective 1.2 – At least 80% of full-time program students complete program/degree requirements within 3 years (150% of the program length).

Objective 1.3 – At least 70% of program graduates take the credentialing exam for nutrition and dietetics technicians within 12 months of program completion.

Goal 2 – The Dietetic Technician Program will adequately prepare a diverse group of graduates with the knowledge, skills and abilities to satisfactorily perform entry level job duties within the NDTR scope of practice.

Objective 2.1 – Of graduates who seek employment, 50% are employed in Nutrition and Dietetics or related fields within 12 months of graduation.

Objective 2.2 – At least 85% of Central Ohio employers that return surveys rank graduates as qualified for entry level positions as nutrition and dietetics technicians. .

Objective 2.3 – At least 90% of nutrition and dietetics technician graduates will rank their training at Columbus State as adequate.

Program outcomes data is available upon request. Contact the Program Director/Coordinator for further information.

Accrediting Organization

The Dietetic Technician Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, phone: 800/877-1600, ext. 5400. The purpose of ACEND is to serve the public by establishing and enforcing standards for the educational preparation of dietetics practitioners; ACEND recognizes dietetics education programs that meet these standards.

Dietetic Technician Major Student Learning Outcomes

See Appendix B. Students are advised that these learning outcomes are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding learning outcomes on the academic program website:

<https://www.cscs.edu/academics/departments/diet/>.

Nutrition and Dietetics Plans of Study

See Appendices C (*Dietetic Technician Major*) and D (*Dietary Manager Certificate*). Students are advised that the plan of study is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the plan of study on the academic program website: <https://www.cscs.edu/academics/departments/diet/>.

Course Descriptions

The course descriptions for this academic program can be found on the Columbus State Catalog: <https://www.cscs.edu/academics/catalog/>

Faculty Directory

The Hospitality Management and Culinary Arts Department faculty personnel are here as another valuable resource.

They are as follows:

Paula Gallagher, MFN, RD, LD	Instructor Nutrition and Dietetics Program Coordinator
Lina Nahhas, MS, RD, LD	Annually Contracted Faculty
Karen Krimmer, BBA, AAB, CC, CWPC	Professor
Barry Young, CEC, CCE, AAC	Associate Professor
Gretchen Friend MS, CHE	Associate Professor
Adam Hagar CCC, CPC, CDM, CFPP, CTA	Instructor
Jason Knapp, CEC, CCA	Annually Contracted Faculty
Joshua Wickham CEC, CEPC, AAC	Senior Director

Students are advised that this faculty directory is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the faculty directory at the following website: <https://www.cscs.edu/academics/departments/diet/>.

Health Risks and Working Conditions

As a student enrolled in this academic program, you may be required to participate in activities that may present a risk to your health, and you may be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care.

Students may be exposed to significant risks including but not limited to various diseases, micro-organisms, pathogens, needle stick injuries, exposure to communicable diseases, infections, or exposure to blood and/or bodily fluids. All students learn “Standard Precautions” and are required to practice these in labs and clinical facilities to minimize risk. However, it is important to understand that there is always a risk. Further, a student who is, or becomes pregnant while enrolled in a health-related program has the potential for exposure to a number of agents or conditions that could

adversely affect the well-being of a fetus. This academic program is strongly committed to working with students who voluntarily choose to declare a pregnancy while enrolled in the program. More examples of potential risks to students in clinical/laboratory placements include but are not limited to:

- Ionizing radiation may cause damage to a student or developing fetus when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses. Exposure to communicable diseases and infections is possible through patient/resident visitation in both isolation and non- isolation rooms.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needlestick or instrument-related injuries.
- Risk of blood borne pathogen exposure.

Students are solely responsible for the cost of medical treatment due to exposure to the risks, illness, or injury. Please see the ***Program Policies and Procedures Chapter*** which discusses health insurance.

Typical working conditions include foodservice operations in schools and long-term care facilities and clinical settings such as hospital and long-term care facilities. Students also participate in practicum experiences in a variety of community settings such as the WIC Program, Head Start, food pantries and Senior Meal Programs.

PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS

Students are advised that the below admission and continuing compliance requirements are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding admission and continuing compliance requirements at the following website: <https://www.csc.edu/academics/departments/diet/>.

The Dietary Manager Certificate and Dietetic Technician Associate Degree pre-admission requirements are the same as the certificate is embedded into the associate degree program.

- **Pre-Admission Requirements**
 - Placement above MATH 1025 or MATH 1050 or higher
 - Placement into ENGL 1100
 - Cumulative GPA of 2.5 or higher (minimum of 12 credit hours at the most recent institution)
 - Supplemental Application due by April 1st for an Autumn start in the program

The Dietetic Technician Associate Degree Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), and may accept up to 20 students per academic year.

Background Check and Drug Screening

Students are required to complete a criminal background check and drug screening as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check and drug screening. Students should be prepared to submit to background checks and drug screenings as required by clinical/partner facilities, licensing agencies, and/or

program accreditation. Students will also be required to complete a background check (at no cost) prior to his/her rotation at the OSU Wexner Medical Center to be issued a student ID badge.

Background checks and drug screenings are commonly required by the contracted clinical/partner facilities where students are required to perform a clinical, practicum, internship, or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student that such background checks and drug screenings are necessary to successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the clinical, practicum, internship, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in clinical, practicums, internships, or other type of experiential learning experiences. The academic program will make reasonable efforts to place students but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Specific information regarding the background check and drug screening process will be provided to students who meet the Pre-Admission Requirements via email after the April 1st program application deadline.

Health Records, Health Requirements, and Immunizations

If you are accepted to, or take courses in this academic program, you must submit a health record prior to registering for or attending HNTR 1901- Dietetic Practicum I. Specific information regarding the Health Record will be provided to students who meet the Pre-Admission Requirements. Please visit the following website for further information: <https://www.csc.edu/services/health-records.shtml>.

In addition to the initial Health Record form, students in the Nutrition and Dietetics Program will be required to submit documentation for an annual flu shot and an annual TB Test.

Effective summer 2022 semester, students in select Health and Human Services programs impacted by clinical/practicum/intern/extern site partners implementing the Centers for Medicare & Medicaid Services ("CMS") COVID-19 vaccination requirements are required to be:

1. Fully vaccinated for COVID-19; Students are considered fully vaccinated if it has been two weeks or more since they completed a primary vaccination series for COVID-19; The completion of a primary vaccination series for COVID-19 is defined as the administration of a single-dose vaccine, or the administration of all required doses of a multi-dose vaccine.

OR

2. Submit a written request for a medical exemption or sincerely held religious belief, practice, or observance exemption from the CMS COVID-19 vaccination requirement stated above; be

granted an exemption by the Columbus State Community College Health Records Office; perform and submit documentation of professional testing for COVID-19 according to schedule required by the clinical site; comply with any additional safety requirements for clinical practice for students who have not completed their vaccination series such as but not limited to, more frequent testing, use of a NIOSH approved N95 or equivalent or higher-level respirator; understand and agree on clinical facilities may limit student access for learning with subsequent inability to meet course objectives and complete program; understand and agree on clinical absence due to not meeting testing requirements may impact the course and program progression as make-up accommodations can be limited.

- a. Requests for medical exemptions must include: all information specifying which of the authorized COVID-19 vaccines are contraindicated and the recognized clinical reasons for the contraindication; a statement by the authenticating licensed practitioner (who is not the individual requesting the exemption) recommending the student be exempted from the CMS COVID-19 vaccination requirement based on recognized clinical contraindications with specific timeframes for the contraindications; signature of the licensed practitioner with a credential, business address, business phone number, business email address, and date.
- b. Requests for sincerely held religious belief, practice, or observance exemptions must include an explanation of the conflict and its spiritual basis; statement specifying which of the authorized COVID-19 vaccines are contraindicated and rationale; signature of student and date.

Students must submit documentation of COVID-19 vaccination to hhs vaccine@csc.edu

It is the student's responsibility to be aware of their program's health record submission deadlines. Students can find the submission deadlines at: <https://www.csc.edu/services/health-records.shtml>. Failure to submit a health record by the submission deadline will result in failure to register for the Practicum classes.

Professional Membership Requirement

As part of Dietetic Practicums III and IV you are required to have membership in at least one professional group. Please see the Professional Membership Opportunities Section under the Program Policies and Procedures Chapter for specific information.

ESSENTIAL SKILLS, ABILITIES AND KNOWLEDGE

To assure safe and successful advancement through the Nutrition and Dietetics Program, students must possess the following essential skills, abilities, and knowledge necessary to complete the entire curriculum, either with or without reasonable accommodations. These essential skills, abilities and knowledge should be considered conditions for continuation in the Nutrition and Dietetics Program, as they reflect the characteristics necessary for success as a student and to become a Certified Dietary Manager and/or a Nutrition and Dietetics Technician Registered (NDTR). The essential skills, abilities and knowledge are based on the Association of Nutrition and Foodservice Professionals (ANFP) requirements, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) requirements, the demands of the profession, and the standards established by this academic program faculty and staff. Students must continually meet these essential skills, abilities, and

knowledge throughout their course of study. Failure to maintain these essential skills, abilities and knowledge may result in but is not limited to non-admission to the program or removal from the program.

It is the policy of Columbus State to make reasonable accommodations as defined in Columbus State Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by Columbus State. If you would like to request such accommodation, please contact Accessibility Services in Eibling Hall 101 or at (614) 287-2570. Delaware Campus students may contact the Accessibility Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or by calling (740) 203-8345.

Please visit the Accessibility Services website to learn more:

<https://www.csc.edu/services/disability/>.

Columbus State's Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 Policy 3-41 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

The essential skills, abilities and knowledge for the Nutrition and Dietetics Program are categorized into the following categories:

1. Physical Abilities
2. Sensory/Observational Abilities
3. Cognitive Functions
4. Communication Skills

Physical Abilities

Physical Abilities including but not limited to:	Context and Reasoning behind Physical Abilities
Strength and manual dexterity	Demonstrate sufficient body strength and manual dexterity to assemble, operate, disassemble, clean and transport components of institutional food service equipment
Stamina	Practicum experiences are typically scheduled from 3 ½-6 ½ hours per day and involve extended periods of standing and walking.
Practice Patient/Client Participation	Must be able to participate as a patient for laboratory practice sessions.
Travel and mobility	Must be able to travel to practicum sites and have mobility within and around the sites

Sensory/Observational Abilities

Sensory/Observational Abilities including but not limited to:	Context and Reasoning behind Sensory/Observational Abilities
Sensory evaluation of food	Demonstrate sufficient vision, smell and taste to satisfactorily evaluate the appearance, aroma and flavor of food.
Observational abilities	Use observational abilities to satisfactorily assess nutrition status and care of patients/clients in a variety of healthcare and community settings
Food sanitation and safety code compliance	Demonstrate the ability to satisfactorily evaluate whether or not a foodservice operation is compliant with food safety and sanitation codes through visual and other sensory evaluation, such as touch and smell.

Cognitive Functions

Cognitive functions including but not limited to:	Context and Reasoning behind Cognitive Functions
Acquisition of knowledge/skills	Must demonstrate active gathering, review and comprehension of relevant information related to nutrition therapy and foodservice operations.
Critical thinking skills	Demonstrate the ability to assimilate and apply information appropriately when providing nutrition care and in food service operations.
Problem solving skills	Demonstrate sufficient problem solving skills to assess multi-factorial aspects of nutrition care and food service operations.
Organization	Demonstrate the ability to organize and prioritize assigned tasks within time constraints
Flexibility and adaptation	Demonstrate flexibility; demonstrate the ability to work in stressful situations while maintaining composure; be adaptable to unpleasant situations

Communication Skills

Communication skills including but not limited to:	Context and Reasoning behind Communication Skills
Communication	Effectively communicate with patients/clients, families, faculty and other professionals using oral, phone, written and computer methods in both individual and group settings Must be able to communicate effectively with both the spoken and written English language.
Non-verbal communication	Must be able to interpret non-verbal communication behaviors of clients and patients and address appropriately and professionally
Cultural competence	Must demonstrate the ability to have positive, respectful and professional interactions with patients/clients and other health professionals from a variety of multicultural backgrounds.
Verbal and written instructions	Must be able to follow verbal and written instructions

PROFESSIONAL CONDUCT STANDARDS

Professional conduct is required of students in the Nutrition and Dietetics Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on: the Association of Nutrition and Foodservice Professionals Code of Ethics, the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics and the standards established by this academic program faculty and staff.

Students in the Nutrition and Dietetics Program are required to:

- i. Uphold patient confidentiality pursuant to HIPAA
- ii. Treat others with respect in all areas of the clinical and academic setting as required by the Academy of Nutrition and Dietetics Code of Ethics.
- iii. Comply with Columbus State's Student Code of Conduct Policy and Procedure 7-10.
- iv. Comply with requirements in course syllabi and the policies outlined in this handbook.
- v. As outlined in the program policies, demonstrate accountability, responsibility, and maturity in the classroom and in clinical settings when engaging in conflict management and problem resolution.

Students in the Nutrition and Dietetics Program are also required to follow:

- vi. The Code of Professional Responsibility- Students are required to follow the principles outlined in both the Association of Nutrition and Foodservice Professionals Code of Ethics:

<https://www.cbdmonline.org/cdm-resources/cdm-cfpp-credential-code-of-ethics> and the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics effective June 1st, 2018; See <https://www.eatrightpro.org/practice/code-of-ethics> or Appendix E.

CONFIDENTIALITY

Confidentiality Statement

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential and may not be released except by the patient's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the patient must be protected, and the student must never disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified patient; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the patient's demographic information and abstracting medical data for education or research activities in which the patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all patient medical records with which they are associated with. Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentially Acknowledgment form that is in this handbook.

PROGRAM POLICIES AND PROCEDURES

Dress Code

The purpose of this dress code is to promote professionalism, infection control, and safety. This dress code has been formulated based on health and safety standards (Health Department Standards-FDA Food Code), professional standards (Academy of Nutrition and Dietetics), clinical/partner facility policies, and the standards established by this academic program faculty and staff. To continue in this academic program students must adhere to this dress code policy.

Further, some clinical/partner facilities may require a different dress code policy than the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including religious accommodations, please contact the program coordinator. For questions regarding disability services please refer to the specific section on Disability Services in the College Policies chapter.

A. Personal Hygiene

All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and client care.

- a. Body hygiene (frequent bathing and shampooing) is required to help guard against offensive body odors while in Practicums that may interfere with patient care in accordance with the Nutrition and Dietetics Program *Standards*.
- B. Makeup, Fragrances, and Other Scented Products
 - a. Colognes, highly scented hair spray, or scented oils are not permitted during Practicums, since some clients may have allergies to fragrances according to the Nutrition and Dietetics Program Standards. Make up is to be worn in moderation during the Practicums according to the Nutrition and Dietetics Program Standards.
- C. Hair
 - a. During Practicums the following will be adhered to: Hair should be clean and worn simply according to the Nutrition and Dietetics Program Standards. Hair must be completely covered with a hairnet or surgical cap whenever in a food production or service area according to Health Department regulations-FDA Food Code. Facial Hair – Beards and moustaches must be neatly groomed and trimmed; in food production and service areas a covering may need to be worn (Health Department Regulations – FDA Food Code). A moustache may not exceed ½ inch, and may not be lower than the upper lip line. If no beard, students must be clean shaven each day with no stubble in accordance with the Nutrition and Dietetics Program Standards.
- D. Hands and Fingernails
 - a. During Practicum rotations the following must be adhered to: nails must be clean and short in length—not to exceed the tips of fingers (Health Department Regulations – FDA Food Code). Colored nail polish and artificial fingernails are not permitted because of possible contamination of food (Health Department Regulations - FDA Food Code).
- E. Jewelry
 - a. Keep visible jewelry to a minimum. Your Columbus State name badge, a fine chain necklace, a plain ring or band, a wristwatch and small earrings (not larger than the size of a nickel and not dangling) are appropriate. The rationale is to diminish potential areas of bacterial cross contamination and to promote an injury free environment according to Health Department Regulations - FDA Code.”
 - b. Body Piercing - No more than two small earrings are to be worn in each ear. No visible “rings” are to be worn on any other part of the body (ex., nose, eyebrow, tongue, etc.) according to the Nutrition and Dietetics Program Standards.
- F. Tattoos
 - a. Exposure of tattoos on arms, legs, etc. is considered unacceptable in clinical, foodservice or at community sites in accordance with the Nutrition and Dietetics Program Standards.
- G. Uniform
 - a. The following uniform guidelines are based on the Academy of Nutrition and Dietetics professional standards and in accordance with the Nutrition and Dietetics Program.

- b. *Appearance of the clothes* - During Practicum rotations clothes must be clean and neatly pressed, not faded, discolored, or ripped, and not see through in accordance with the Nutrition and Dietetics Program Standards.
- c. *Street Clothes for Field Trips and Practicum Experiences*— This may be a dress, blouse/skirt, or shirt/pants with undergarments. Sweatshirts, “T” shirts, tank tops, sequined tops, shorts, denim jeans, and spandex pants/leggings are not considered proper street clothes. The cut of the blouse/shirt must not be so low as to distract others or call attention to the student. The blouse/shirt must be sufficiently long to cover the midriff area at all times. All street clothes are required to be in compliance with the Nutrition and Dietetics Program Standards.
- d. *Lab Coats* - A white lab coat may be worn over street clothes when in clinical practicum settings. The short length is acceptable. Lab coats can be purchased at the CSCC Bookstore or any uniform shop. When working in a food production or service area, you are to follow the dress code of the operation or wear the designated “chefs” uniform and carry a stem thermometer.

H. Footwear

- a. *Shoes* – Shoes can be loafer or tie-style, close toed. No sandals, high heels or “clunky” platform heels should be worn. They should be comfortable, give good support and be clean and polished in accordance with the Nutrition and Dietetics Program Standards.
- b. *Socks* – Leg coverings must always be worn. Tights/Hose are to be worn with a dress or skirt; socks are to be worn with pants in accordance with Health Department Regulations – FDA Food Code and the Nutrition and Dietetics Program Standards.

I. Gloves

- a. Disposable gloves are to be worn while preparing or handling ready-to- serve food during food service practicums according to Health Department Regulations (FDA Food Code).

J. Other Dress Code Rules:

- a. No gum chewing or eating during any Practicum rotation except in designated areas according to Health Department Regulations – FDA Food Code and the Nutrition and Dietetics Program Standards.

K. Enforcement

Since the dress code is intended to nurture professionalism, encourage health and safety standards for the student, and promote client safety, the dress code will be enforced. Discipline action may be taken when a student deviates from the dress code up to and including dismissal.

Due to the current pandemic, students may be required to purchase Personal Protective Equipment (PPE) and/or scrubs by some sites. If PPE or scrubs are required, students will be responsible for the additional costs of these items.

Health Insurance

Although health insurance is not a requirement for this academic program, as a student in a health-related program you may be exposed to health risks in the classroom, clinical, or practicum setting. If incidents, exposures, or injuries occur students are responsible for all costs associated with evaluation and treatment; for this reason, it is highly recommended that all students have personal health insurance.

Liability Insurance

Liability insurance is a requirement of all Nutrition and Dietetics students before entering the practicum portion of the curriculum. This is purchased by the college for all Nutrition and Dietetics students and is covered by lab fees in Dietetic Technician Practicums I and III. This policy only covers you during practicum experiences.

Attendance Policy

Acceptance into the Nutrition and Dietetics program requires a commitment to be present in all classes and practicums.

- **Attendance** - Attendance for all lecture classes and practicum courses in the Dietary Manager/Diet Tech Program is mandatory. Attendance will be taken in the first five minutes of all classes and practicums.
- **Tardiness** - Prompt arrival to classes and practicums is expected of all students. Late arrival is disrespectful to faculty and to other students.
 - If a student arrives more than 10 minutes after the practicum/class is scheduled to begin, the student will be considered absent for the practicum/class.
 - Any student missing more than 20% of any program course or practicum will be withdrawn from the Diet Tech program.
- **Class absences** – If a student is unable to attend a lecture class, the student must notify the instructor by email at least 2 hours before the class is scheduled. Students are to provide documentation for absences to the instructor. A student missing more than one unexcused class will be given a grade deduction per the syllabus.
- **Practicum Absences** - If a student is unable to attend a practicum experience, the student must notify the instructor and/or preceptor at least 2 hours before the start time. Students are to provide documentation for absences to the instructor. A student missing more than one unexcused class will be given a grade deduction per the syllabus.
- **Make ups** -There are no make-up opportunities for either lecture classes or practicums due to unexcused absences. Students are to attend all practicum classes on his/her scheduled day/time. Practicum days/times may not be changed without the faculty instructor's permission.
 - If a class/practicum must be missed, it is the student's responsibility to communicate with the faculty. The responsibility of missed instruction falls upon the student to learn, and missed assignments must be completed as determined by the faculty. *Students must complete the required number of hours for each Practicum rotation in accordance with ACEND accreditation standards. Students are required to make up any practicum hours that are missed due to inclement weather, scheduled college holidays, excused personal illness, excused emergencies, or school delays. Make up hours may require students to attend practicum rotations during non-scheduled class times.*
- **Vacations/Work Conferences** - All vacations or work conferences must be scheduled during semester breaks.

- **Computer Training**-A mandatory computer training is required prior to the rotation at the OSU Wexner Medical Center. Every effort will be made to schedule this training during class time, however due to the length of the training it may extend past class time hours.

Please, also refer to the course syllabus for course specific attendance requirements.

To learn about Columbus State's severe weather policy, please visit the following website:
<https://www.csc.edu/about/severe-weather.shtml>.

Program Schedule

The Columbus State academic calendar is the basis for dates of attendance at the practicum sites. Only those dates designated by the college academic calendar as holidays will be observed.
<https://www.csc.edu/academics/calendar/>

Technology Requirements, Distance Education/Testing

Columbus State offers classes in many different formats including in-person, online technology, and blended. The description of course modalities can be found at this webpage: <https://www.csc.edu/academics/docs/semester-course-schedules.pdf>. To ensure that a student is prepared for a variety of instructional modalities, including online technology requirements please reference this webpage: <https://www.csc.edu/academics/online-learning/technical-requirements.shtml>

There are no Dietetic Technician Technical courses (HNTR) offered in an online technology or blended format. However, students may choose to take Basic Related courses in an online or blended format. For students choosing to take online or blended classes it is required that you have appropriate technological capabilities including, but not limited to, internet, computer, camera, and microphone. For those students choosing to take a course where the Zoom conference software is utilized, the camera must remain on during the entire course session. A blurred background is suggested for all students using this modality. If you need help with technological components, contact the Help Desk at helpdesk@csc.edu or 614-287-5050.

For students who have a class that use the Testing Center for testing, please visit <https://www.csc.edu/services/testingcenter/academic-testing/academic-testing-policies.shtml> for all policies and procedures related to testing including identification, cell phones and other electronic devices, calculators, etc.

Grading

Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Additionally, the Nutrition and Dietetics Program requires the following grading standards beyond what the College requires:

The grading scale below is used in the following courses: All Dietetic Practicums, Medical Nutrition

Therapy I and II and HNTR 2277 – DTR Exam Review.

92-100% = A

84-91% = B

76-83% = C

68-75% = D

67% or lower = E

A weighted grading scale will be used in all Dietetic Practicum courses.

GPA/Grade Requirements- Students in the Nutrition and Dietetics program are required to achieve a grade of C or higher in the following classes:

- All Dietetic Practicums
- Medical Nutrition Therapy I and II
- HNTR 2277 – DTR Exam Review
- HNTR 1153 – Nutrition for a Healthy Lifestyle
- BIO 2300 – Anatomy
- BIO 2301 – Physiology
- SES 2524 – Sport Management Foundations
- HOSP 2219 – Food Production

Students should refer to the course syllabus for course specific grading requirements and grade evaluations. Students are expected to continue to improve their ability to write both formally and informally throughout the education process. The ability to write according to the rules of the English language is an integral part of academic education. Students having difficulty in the use of grammar, syntax, spelling, neatness, and legibility should use the resources of the writing center.

Late Assignments

Assignments are to be submitted at the beginning of lecture or practicum class. Assignments submitted after class begins will be considered late. Late assignments will be accepted up until 1 week past the due date. After 1 week the assignment will not be accepted. **Students must submit all assignments to receive credit for the lecture or practicum course.**

Points will be deducted for late assignments as follows:

Number of Days Submitted Late	Percent Deduction from Total Points
1-2 days	25%
3-5 days	40%
6-7 days	50%

Dietetic Technician Major Curriculum

For the full-time student, the Dietetic Technician Major curriculum begins in the Autumn term of the academic year and continues for five consecutive academic terms (two academic years). There are no practicum classes scheduled for summer term; however, if the curriculum is to be completed in two academic years, some courses must be taken during summer semester.

The curriculum is composed of four segments. The Ohio Department of Higher Education sets the standards as well as the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ODHE requires a total of 65 semester credit hours with a minimum number of general education and basic education courses. The remaining hours are to be in technical course work. ACEND requires

that these include both classroom (didactic) and practicum. The practicum component must be made up of a minimum of 450 hours. These hours are covered in the practicum courses and selected laboratory courses on campus.

Program Completion Requirements

Students that are accepted into the Dietetic Technician Major program will receive academic counseling by the program director to ensure the student's understanding of program completion requirements. Students must complete the program within 108 weeks (150% of program length).

Upon acceptance to the Dietetic Technician Major program the program director will create a class plan that enables the student to complete the program requirements within 108 weeks (150% of program length). Students that do not complete the program requirements within 108 weeks (150% of program length) may be required to repeat core nutrition and/or foodservice courses based on the recommendation of the program director and the approval of the department chair and the division dean.

Formal Assessment of Student Learning

Students are assessed in the classroom utilizing a variety of tools, such as quizzes, reports, and written assignments. During the practicum experiences students are assessed utilizing preceptor evaluations and through written and oral assignments completed at the practicum sites.

Assessment scores for classroom and practicum experiences are posted in each student's Blackboard gradebook. Students are provided a preceptor evaluation at the end of each rotation and will additionally receive a midterm preceptor evaluation if placed at the same site for the duration of the semester.

On a college wide basis, students are notified of satisfactory or unsatisfactory performance through midterm grading notification.

Student Retention, Remediation, and Performance Monitoring

Successful completion of Diet Tech courses and practicums is based upon assignment completion, assignment grades, attendance, and written preceptor evaluations for practicum performance.

Students who are having difficulty in the program are asked to identify themselves to their instructor. The appropriate student intervention is initiated by the instructor and/or program director on an individual basis.

When a student is not meeting criteria to progress in the program, the program retention and remediation process is as follows:

1. A student will notify instructor that they are having difficulty in a course.
2. If the course is a basic course, the student will be directed to the instructor and tutoring services. If the course is a technical course, the instructor, when possible, will complete a mid-point evaluation to make recommendations directly to the student as an intervention.
 - a. Moreover, students that are not meeting program expectations are counseled by the program director and provided an opportunity to make improvements within a specific period of time. Students are made aware of appropriate student support services to help them improve in the identified areas.

- b. The college uses the Early Alert system – FOCUS powered by Starfish to both notify students and to provide early intervention for attendance and academic progress issues.
3. Students who fail to progress in a course and meet program expectations (grade of C or better in all technical courses, and minimum 2.0 GPA) or continues to perform at an unsatisfactory level after the designated period of time will be notified of their dismissal from the program via official written letter. Students will also be provided with information for the reinstatement procedure. This action would be approved by the department chair and division dean.

Program Dismissal Due to Academic Success

A student that is academically unsuccessful in one technical course will be allowed to apply for program reinstatement one time. Permanent program dismissal without the opportunity for reinstatement will result if a student fails any two technical courses.

Students that withdraw or are readmitted after failing one technical course will not be allowed to take program courses out of sequence. Students who seek readmittance to the program after withdrawal or failing a technical course must maintain all admission requirements including a cumulative GPA of 2.5 or higher, successful completion of the background check and drug screen, and updated health record. Readmittance to the program must be requested within 1 academic year of departure, or the student will be required to audit prior practicum courses.

Achievement of Course Completion

There are several methods by which you may receive credit for a course. These are by satisfactory completion at Columbus State, transfer credit, proficiency credit and prior learning credit. Detailed information about each of these is included in the College Catalog.

Satisfactory completion at Columbus State means receiving a passing grade. Grades are usually determined by several evaluation methods used throughout the term and a final examination. In the practicum courses, you will complete written assignment sand projects as well as receive individual evaluations from your assigned preceptors.

Transfer credit may be awarded for previous college course work for which a “D” grade has been earned, with the exception of the courses listed above that require a grade of “C” or higher. The course must also be comparable to the one offered at Columbus State and must meet recency guidelines for the course.

Recency of HNTR 1153-Nutrition for a Healthy Lifestyle course - Students admitted to the Nutrition and Dietetics Program who have completed or are receiving transfer credit for HNTR 1153, must have completed the course within 5 years of program admittance to ensure recency of content. If completion of HNTR 1153 or an equivalent course occurred more than 5 years prior to program admission, the student will be required to repeat the HNTR 1153-Nutrition for a Healthy Lifestyle course.

Prior Learning Credit

The Nutrition and Dietetics program adheres to the college policy for prior learning assessment

(<https://www.csc.edu/services/registrar/n-credit.shtml>). Students who wish to request nontraditional credit through prior learning assessment must complete the Request for Nontraditional Credit Form and meet with the chairpersons of the department offering the course for which nontraditional credit is requested for a preliminary interview.

Transfer Agreements

Transfer agreements have been developed between other education programs and Columbus State to facilitate credit transfers between institutions.

There are agreements with some high school level programs that will give credit for a few of the entry level technical courses, such as the Serv Safe course. If you have completed technical courses related to food service in your high school program, you must meet with the program director to determine if any meet the objectives of courses at Columbus State. A prior learning portfolio may need to be developed.

Transfer credit also applies to continuation of your education after receiving your degree at Columbus State. The Columbus State Dietetic Technician Program has an agreement with the Dietetic Didactic Program in the College of Education and Human Ecology at The Ohio State University. If further education is your long-term goal, you should contact the Columbus State Dietetic Technician Program Director for more information and guidance.

Academic Expectations

Success in the Dietetic Technician Program takes hard work and dedication of both the students and the instructional staff. Each of us has responsibilities that must be fulfilled, and others are counting on us to perform them. The responsibilities of the student and the instructional staff are very similar.

Preparation for Class	
Instructional Staff	Student
Preparation for class is necessary if it is to be a learning experience for the students.	Preparation for class is necessary if it is to be a learning experience for you.
Prior to class the staff: -will re-read the text. -prepare by including any new/current information -clarify any information unsure of. -plan the session	Prior to class the student: -will read assignments -write down any questions you have -clarify anything you are unsure of -summarize the assignment and think about objectives.

In the Classroom the staff will: -show up for class -come to class on time – do not leave early (remember, students are entitled to the full learning experience) -use time wisely to fulfill objectives -answer questions to the best of your ability -acknowledge when you do not know the answer to question; get answer by following class -encourage all students and give each an equal opportunity to participate in class -control classroom enthusiasm if necessary so all may participate -respect all views expressed -assume all students are prepared even if their hands are not raised	In the Classroom the student will: -show up for class -come to class on time – do not leave early (remember, you are entitled to the full learning experience) -engage in class activities -ask questions about anything unclear to you – it may clarify the topic for others as well -participate in class discussions and know that comments may lead to better understanding and insight -while participating, remember to allow and encourage others to participate -respect other students and instructors by listening and not carrying on conversations that will distract others -respect all views expressed
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Itemized Cost for the DTR Program

In the process of pursuing the educational goal to become a Nutrition and Dietetic Technician Registered, there are several expenses. For the full-time student, the cost for your education is divided somewhat evenly between the five semesters of the program. They include the following estimated expenses (cost is subject to change):

Tuition	\$10,376
Laboratory fees	\$610.00
Application and other fees	\$ 50.00
Books	\$1,800.00
Uniforms	\$100.00
Health records	\$200.00
Other supplies	\$50.00
Travel/Parking	\$ 370.00
Professional memberships	\$20.00
Total	\$13,576

In addition to these items which pertain directly to your education at Columbus State Community College, you will need to plan to cover the normal everyday cost of living (housing, food, clothing, etc.).

Communication in the Nutrition and Dietetics Program

All communication and notices for Practicum and Dietetic Technician classes will be sent by instructors through CSCC student email accounts. Students must keep up to date on e-mail communications.

Professional Membership Opportunities

As part of Dietetic Practicums III and IV you are required to have membership in at least one of the following professional groups. Students are also required to physically attend a total of 3 professional meetings during Dietetic Practicums III and IV.

As a Dietetic Technician student, you are eligible for Student membership in the Academy of Nutrition and Dietetics (AND), the world's largest organization of food and nutrition professionals. As a member you will have access to valuable information, programs and services that will assist you in your career development and growth. The director of the Dietetic Technician program will provide application information. Membership in AND automatically includes membership in the Ohio Academy of Nutrition and Dietetics. (OAND). You will also be on the OAND email list and receive information from them.

In addition, you may choose to join the Columbus Dietetic Association (CDA), the local or district group. CDA holds several professional meetings each year. This is a good opportunity to network with dietetic professionals and learn about exciting opportunities to participate in the field. There is an additional form to fill out and fee to pay for membership in CDA.

Other professional groups may be appropriate however, they need to be approved by the Program Coordinator.

Verification Statements

Verification statements are issued to all Dietetic Technician students that complete the course work and practicum hours required for the program, and graduate from the college. College graduation requirements include the attainment of a "C" (2.00) average in all technical and nontechnical courses (<https://www.cscce.edu/services/registrar/>).

Student Complaints

The Dietetic Technician program adheres to the College policy for written student complaints ([see the Written Student Complaints section in the College Policies Chapter above for more information](#)) and College Policy and Procedure No. 7-13: WRITTEN STUDENT COMPLAINTS can be accessed at the following website: <https://www.cscce.edu/about/policies-procedures.shtml>.

If a Dietetic Technician student feels that a complaint has not been satisfactorily resolved through the college, the student has the right to submit a complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND will not intervene on complaints other than those that relate to ACEND accreditation standards, student rights to due process, and appeal mechanisms.

Students can contact ACEND staff at: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, 312-899-0040 Ext. 5400 or at www.eatright.org/acend to receive a copy of the accreditation standards and/or the policy and procedure for filing a complaint with ACEND. The program will maintain a record of student complaints for seven years, including the resolution of complaints.

Access to Student Records/Privacy of Student Records

The Dietetic Technician Program adheres to the federal, state, and local laws, as well as college policy for access to student files.

Policy and Procedure No. 7-05: ACCESS TO STUDENT RECORDS/RIGHTS AND PRIVACY: Columbus State Community College rules and procedures regarding student rights and the Family Educational

Rights and Privacy Act of 1974 can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>.

Letter of Recommendation/Verbal Reference

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then fill-out the “Letter of Recommendation/Verbal Reference and FERPA Release” form, found in Appendix A, and then return it to the faculty/instructor. This “Letter of Recommendation/Verbal Reference and FERPA Release” form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student’s education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor’s personal observations and knowledge about the student (i.e. remarks about the student’s work ethic, dependability, and creativity). Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

Physical Contact

There may be instances of physical contact through the normal instruction and practices of this program. The instructor may need to assist the student in demonstrating technique, proper form, or correct posture. Students may also “practice” techniques on one another during class sessions as part of the normal course instructional activities. Any such contact must be handled in a professional manner consistent with the requirements of the Dietetics profession. If you have questions, concerns, or any level of discomfort regarding physical contact, please consult the Nutrition and Dietetics Program Coordinator.

Inappropriate physical contact is prohibited by Columbus State Policy and will be subject to disciplinary action. College Policy and Procedure 3-44 and College Policy and Procedure 7-10 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>

Audio/Video Device, Imaging, and Electronic Devices Use

Audio and video recording, photographs, transmission, or distribution of class/lab content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Disability Services and has presented it to the course instructor or if the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that course. Transmitting, sharing, or distributing course content onto

public, commercial, or social media sites is strictly prohibited.

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other types of experiential learning experience is prohibited. In accordance with legal and professional standards, regarding patient rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding patients or information regarding the clinical, practicum, internships, or other type of experiential learning experience.

Cell phones and audio/video are not permitted in the classroom or during practicum experiences. Texting is not permitted during class time or during practicum experiences.

Failure to follow the above standards may result in discipline up to and including dismissal.

Social Media

Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Harassment, bullying, and discrimination are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Complaints or alleged violations of these policies and procedures will be referred to the Compliance Office and/or the Office of Student Conduct. Students are prohibited from disclosing any of the following through social media including but not limited to:

- A patient's protected health information and confidential information about the patient, as defined by the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal laws.
- Confidential, non-public, or proprietary information about patients and families, clinical facility staff, or clinical institutions; of the College, its employees, and students.
- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams answers.
- Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of patients, or photos depicting the body parts of patients.

Failure to follow the above standards may result in discipline up to and including dismissal.

Transportation/Travel/Parking

Students are responsible for their own transportation to practicum sites and are responsible for their own safety in travel to or from assigned areas. Student parking is available at most clinical sites at no cost; however, students will be assigned to clinical sites that do not provide free parking; therefore, students will be required to pay for parking (see itemized costs of program under Program Policies and Procedures Chapter). At no time (including special meetings or classes) is a student permitted to use valet parking at any facility. Public transportation may be available to practicum sites; however students are responsible for securing other means of transportation if the practicum site is not accessible by public transportation.

Student Code of Conduct Action and Academic Performance

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

The policies and procedures related to student violations of the Columbus State Student Code of Conduct is outlined in Columbus State's Policy and Procedure 7-10. The due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. The appeal process for violations of the Student Code of Conduct is also found within 7-10. (Policy and Procedure 7-10 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>)

A student's academic performance, professionalism, safety, and/or conduct in the classroom and learning environment, which is determined by the academic program as unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, will be addressed with notice to the student of the unacceptable behavior by the academic program. Notice will be provided to the student via an official written warning from the Program Director with approval by the Department Chair. The student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

Discipline/Dismissal Procedures

Dietetic Technician students are expected to follow the College Student Code of Conduct (the Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>) and meet program academic performance, professionalism, safety, and/or conduct in the classroom and learning environment expectations. Any Dietetic Technician student that violates the Student Code of Conduct and/or academic performance, professionalism, safety, and/or conduct in the classroom and learning environment expectations may be subject to disciplinary action. Disciplinary action may range from, but is not limited to, a warning, dismissal from the program, and/or expulsion from the College. Documentation of incidents may be kept in the students' academic program file and/or sent to the Office of Student Conduct.

For discipline issues that fall outside of the Office of Student Conduct, Compliance Office, and Title IX, the Dietetic Technician program will follow the Health and Human Services Discipline and Dismissal Guide to determine appropriate discipline.

Program Dismissal Due to Academic Success

A student that is academically unsuccessful in one technical course will be allowed to apply for program reinstatement one time. Permanent program dismissal without the opportunity for reinstatement will result if a student fails any two technical courses. Students that withdraw or are readmitted after failing one technical course will not be allowed to take program courses out of sequence. Students who seek readmittance to the program after withdrawal or failing a technical course must maintain all admission requirements including a cumulative GPA of 2.5 or higher, successful completion of the background check and drug screen and update the health record. Readmittance to the program must be requested within one academic year of departure, or the student will be required to audit prior practicum courses.

Health and Human Services Academic Advising

Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with: Course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or hhsadvising@csc.edu or by visiting them online at: <https://www.csc.edu/services/advising/hhs-advising.shtml>.

Tutoring and Assistance Contact Information

Columbus State offers students a variety of tutoring services. To learn more about these tutoring services, please visit the following website: <https://www.csc.edu/services/tutoring.shtml>.

College Support Services

The College Catalog and the CSCC Student Handbook are important publications that provide information about how things happen at the college. Both can be accessed at the following website: www.csc.edu. For example, the catalog and handbook include information such as:

- The College vision and values, mission, and goals
- The academic calendar
- Enrollment services and procedures
- Career planning assistance
- Financial aid procedures
- Fees and payment for college services
- Privacy policy and access to records
- Grading and academic procedures
- Graduation requirements and procedures
- Disciplinary and dismissal processes
- Grievance procedures
- Student rights and responsibilities

Information about other services is also included in the catalog and student handbook. For example, there is information about the following services:

- Student Central
- Bookstore
- Library
- Writing Center
- Cougar Mail and Cougar Web

- Counseling and Advising
- Disability Services
- Tutoring
- Testing Center
- Multicultural Affairs
- Student Activities
- Food Service
- Public Safety

The college employees are here to assist you and to make your college experience as successful and enjoyable as possible. It is your responsibility to be aware of the services provided to utilize them to the fullest extent.

Withdrawal and Refund of Tuition and Fees

The Dietetic Technician program adheres to the college policy regarding withdrawal and refund of tuition and fees (www.csc.edu/academics/tuition-fees/)

Nutrition and Dietetics Program Practicum Policies

Practicum Experiences

During the four practicum courses you will participate in a variety of healthcare, community, and school settings to fulfill the requirements for practicum experiences. The course instructor will assign you to sites. Every consideration is taken to make this a compatible, convenient, and educational experience as possible. This is an experience guided by the requirements of the program and is unpaid. Clinical affiliation agreements between practicum settings and the College are signed prior to student placement and are updated as required per college policy. The Program Director evaluates the adequacy and appropriateness of practicum facilities through periodic visits, and through student and faculty feedback.

Educational Purpose of Practicum Experience

Practicum (supervised practice) courses are designed to give students the opportunity to apply the information learned in the classroom. The practicum activities focus on active participation as well as the completion of written reports. Practicum experiences are provided by healthcare and foodservice operations whose professional personnel volunteer to give supervision to students. Student experiences are meant to be hands on, and the student should contribute useful work while in the operation, however the student should not replace employees in the practicum site.

Documentation of Practicum Hours

Students are required to document all practicum hours on a Time Record Form provided by the faculty instructor. Each time entry must be accompanied by the signature of the onsite preceptor. Students are required to keep track of required hours and work with the on-site preceptor to ensure that the minimum hours for the rotation are met. Submission of the Time Record, complete with preceptor signatures and mandated hours, is required for the successful completion of practicum courses.

Clinical/Partner Facility Admission and Policies

Clinical/Partner facility sites for clinical, practicums, internships, or other type of experiential learning

experiences, often have their own admission and participation requirements that students must meet before students can be placed at the clinical/partner facility. Due to the current pandemic, students may be required to purchase Personal Protective Equipment (PPE) and/or scrubs by some sites. If PPE or scrubs are required, students will be responsible for the additional cost of these items. The clinical/partner facility may have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the student's specific academic program. Clinical/Partner facilities have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students are expected to meet the requirements of the clinical/partner facility in addition to their academic program's requirements. For more information, please consult the Nutrition and Dietetic Program Coordinator.

Further, students are expected to comply with all clinical/partner facility policies and Columbus State policies when completing a clinical, practicum, internship, or other type of experiential learning experience. This includes policy expectations for practicum related activities that occur off premises. Examples of such conduct could include, but are not limited to, work responsibilities that occur off premises, uniform and appearance expectations when engaged in practicum activities, social media usage, patient/client interaction, and any other activities related to the learning experience. Failure to follow the clinical/partner facility's policies and Columbus State policies may result in discipline up to and including dismissal.

Identification Badges/Name Tags

Security in healthcare settings is a legitimate concern for clients, patients, and employees. Students must purchase a program name tag through the Columbus State Bookstore. Details will be provided in HNTR 1901 – Diet Practicum I. Students are required to wear identification at all times when they in a practicum site. Some sites may also require students to wear identification furnished by the site.

Student Illness or Injury while in a Practicum Setting

At the beginning of each semester, the faculty instructor for the Practicum will have each student complete an information form, which includes Emergency Contact information. Should a student become ill or injured while in the practicum setting, the preceptor will call 911 if deemed necessary, or will notify the Emergency Contact if the student is unable to leave the facility independently.

Background Check and Drug Screening for Practicum Placements

Please see the Program Admission and Continuing Compliance Requirements Chapter for specific information, regarding the background check and drug screening process.

Dress Code for Practicum Placements

Please see the Program Policies and Procedures Chapter for specific information regarding the dress code for the Nutrition and Dietetics Program Practicums.

Removal Due to Health Risk and/or Safety Risk

Clinical/Partner facilities have an expectation that students completing a clinical, practicum, internship, or other type of experiential learning experience at their site will not be a health or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the clinical/partner facility. Being unsafe or a health risk includes but is not limited to a student who consistently fails to demonstrate competence in clinical patient/client care, a student who does not adhere to policies, or a student who behaves in any manner that

compromises or threatens the well-being of a patient or client's health and welfare. Students will be evaluated during their clinical, practicum, internship, or other type of experiential learning experience and the evaluations may show student deficiencies that would deem them a health or safety risk. A student that is deemed a health or safety risk may result in discipline up to and including dismissal.

In the event that a practicum site requests a student to be removed due to a health or safety risk, the Dietetic Technician program will follow the Health and Human Services Discipline and Dismissal Guide to determine the appropriate discipline.

Practicum Course Remediation

A faculty member maintains the right to request and require formal remediation with any student. Any formal remediation will include a written improvement plan created by the faculty member for the student. The improvement plan will include a written statement of the student's deficient knowledge and/or skills and will also provide the student with a formal list of activities to enhance the student's learning. A follow up meeting between the faculty member and student will be mandatory to discuss student progress. The faculty member in conjunction with the program director and department chair will determine the time frame permitted for student improvement. If the student does not show sufficient progress in the areas noted in the improvement plan the student will be removed from the practicum site and be awarded a grade of E for the practicum class.

Appendix A:

Letter of Recommendation/Verbal Reference and FERPA Release

Introduction

Pursuant to FERPA, a faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference **without a signed release** from the student:

- Directory information¹
- The faculty/instructor's candid assessment of strengths and weaknesses of the student based on the faculty/instructor's personal observations or knowledge (examples include remarks such as the student's work ethic, dependability, and creativity)
- Information about the College/academic program's policies and practices

A faculty/instructor **cannot share** a student's education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference **without obtaining a signed release from the student** which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student.

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, "Letter of Recommendation/Verbal Reference and FERPA Release," and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form, is *optional* and only required if the student wants to authorize the faculty/instructor to use information obtained from the student's education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. **Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference. If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student's education records may be included in the letter of recommendation and/or verbal reference.**

Finally, Part III of the below form, is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. **Students are not required to waive this right to review a letter of recommendation.**

To Columbus State Faculty/Instructor: You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records then you may not include that information. Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

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¹If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

Letter of Recommendation/Verbal Reference and FERPA Release

Student: *This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.*

Part I: (Required) Letter of Recommendation/Verbal Reference Information

Student/Graduate Name: _____

I authorize the following Columbus State faculty/instructor (check one or both boxes):

- ☐ To write a letter of recommendation on my behalf and/or
- ☐ To serve as a verbal reference on my behalf

(Submit one form for each Columbus State faculty/instructor)

I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):

- ☐ All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship

OR

- ☐ To the following specific recipient(s)*:
Recipient's name:

Recipient's address/email: _____

*please list more specific references on the reverse side.

Part II: (Optional) FERPA Release of Education Records

I understand that, pursuant to FERPA, (1) I have the right not to consent to the release of my education records; (2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation.

With this understanding and by checking below, I make the following decision:

- ☐ I do NOT authorize the above named faculty/instructor to release my education records to the above named recipients.
- ☐ I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

Part III: (Only applicable for Letter of Recommendation) Right to Review a Copy

I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right. With this understanding and by checking below, I make the following decision:

- ☐ I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
- ☐ I waive my right to review a copy of this letter of recommendation at any time in the future.

Authorization:

Student Signature_____

Date:_____

Appendix B:

ACEND Accreditation Standards, Effective June 2022

The program's curriculum must prepare students with the following core knowledge and competencies:

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

Knowledge

Upon completion of the program, graduates are able to:

KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.

KNDT 1.2 Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.

KNDT 1.3 Apply critical thinking skills.

Competencies

Upon completion of the program, graduates are able to:

CNDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources.

CNDT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence.

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

CNDT 1.4 Implement actions based on care plans, protocols, policies and evidence-based practice.

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

Knowledge

Upon completion of the program, graduates are able to:

KNDT 2.1 Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.

KNDT 2.2 Demonstrate effective interviewing and education methods for diverse individuals and groups.

KNDT 2.3 Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Nutrition and Dietetics Technician, Registered and the Code of Ethics for the Profession of Nutrition and Dietetics.

KNDT 2.4 Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.

KNDT 2.5 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.

KNDT 2.6 Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.

KNDT 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

KNDT 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization

KNDT 2.9 Defend a position on issues impacting the nutrition and dietetics profession.

Competencies

Upon completion of the program, graduates are able to:

CNDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice for the Nutrition and Dietetics Technician, Registered, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CNDT 2.2 Use clear and effective oral and written communication.

CNDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience.

CNDT 2.4 Demonstrate active participation, teamwork and contributions in group settings.

CNDT 2.5 Function as a member of interprofessional teams.

CNDT 2.6 Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.

CNDT 2.7 Actively contribute to nutrition and dietetics professional and community organizations.

CNDT 2.8 Demonstrate professional attributes in all areas of practice.

CNDT 2.9 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CNDT 2.10 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

Knowledge

Upon completion of the program, graduates are able to:

KNDT 3.1 Demonstrate an understanding of the Nutrition Care Process and clinical workflow elements for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

KNDT 3.2 Develop an intervention to effect change and enhance wellness in diverse individuals and groups.

KNDT 3.3 Develop an educational session for a target population.

KNDT 3.4 Plan nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

Competencies

Upon completion of the program, graduates are able to:

CNDT 3.1 Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.

CNDT 3.2 Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Practice for the Nutrition and Dietetics Technician, Registered for individuals, groups and populations in a variety of settings.

CNDT 3.3 Provide nutrition and lifestyle education to well populations.

CNDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population.

CNDT 3.5 Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience.

CNDT 3.6 Present an educational session to a target population.

CNDT 3.7 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.

CNDT 3.8 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.

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

Knowledge

Upon completion of the program, graduates are able to:

KNDT 4.1 Perform management functions of human resources. KNDT 4.2 Explain budgeting principles and techniques.

KNDT 4.3 Apply safety and sanitation principles related to food, personnel and consumers.

KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.

KNDT 4.5 Describe the processes involved in delivering quality food and nutrition services.

Competencies

Upon completion of the program, graduates are able to:

CNDT 4.1 Deliver nutrition services through quality improvement and customer satisfaction activities

CNDT 4.2 Perform supervisory, education and training functions.

CNDT 4.3 Use current information technologies to develop, manage and disseminate nutrition information and data.

CNDT 4.4 Assist in developing a plan for a new service including budget. CNDT 4.5 Implement and adhere to budgets.

CNDT 4.6 Assist with marketing clinical and customer services.

CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

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

Knowledge

Upon completion of the program, graduates are able to:

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

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

KNDT 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch).

KNDT 5.4 Practice resolving differences or dealing with conflict, as appropriate.

KNDT 5.5 Promote team involvement and recognize the skills of each member.

KNDT 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

Upon completion of the program, graduates are able to:

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

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


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

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

CNDT 5.5 Promote team involvement and value the skills of each member. CNDT 5.6 Mentor others.

CNDT 5.7 Identify and articulate the value of precepting.

Appendix C:

 Columbus State Community College																																																
Plan of Study Hospitality Management Nutrition & Dietetics Major																																																
HEALTH AND HUMAN SERVICES DIVISION Effective Autumn Semester 2019		Name _____ Student # _____ Date Entered _____ Advisor _____																																														
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Appendix D



Columbus State Community College

Dietary Manager Certificate

CAREER AND TECHNICAL PROGRAMS

Effective Autumn Semester : 2019

Hospitality Department

Nutrition and Dietetics Program

Name _____
 Student # _____
 Date Entered _____
 Advisor _____

FIRST SEMESTER		G/T/B	CR
HNTR 1153	Nutrition for a Healthy Lifestyle	T	3
HOSP 1104	Professional Kitchen Fundamentals/Sanitation I	T	1
HOSP 1105	Professional Kitchen Fundamental	T	2
HNTR 1901	Dietetic Practicum I	T	1.5
TOTAL			7.5

SECOND SEMESTER		G/T/B	CR
HOSP 1109	Basic Food Production	T	3
HOSP 1107	Food Principles and Purchasing	T	2
HOSP 1123	Food Purchasing	T	2
HNTR 1902	Dietetic Practicum II	T	2
TOTAL			9

SUMMER SEMESTER		G/T/B	CR
SES 2524	Sport Management Foundati	B	3
TOTAL			3

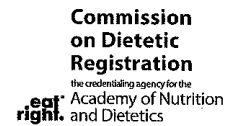
TOTAL	19.5 hrs
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Appendix E



Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018



Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/-/media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

APPENDIX F

COLUMBUS STATE COMMUNITY COLLEGE

Division of Health and Human Services Drug Screening Guideline

Columbus State Community College (CSCC) has a campus-wide, zero-tolerance policy towards the unlawful use, possession, or distribution of illegal drugs, drug paraphernalia, or controlled substances; including the abuse or misuse of prescriptions or over the counter medication and alcohol, while on campus or at any property owned, leased, or controlled by the College or during any activity sponsored or authorized by the College. Any student or employee found to violate College policy, local, state, and/or federal law, are subject to disciplinary action.

Students that are enrolled in a program that requires a clinical practicum in the Division of Health and Human Services are required to submit to a urine drug test. The clinical practicum is a necessary component of many programs in the Health and Human Services Division. This requires collaboration between the College and clinical agencies to provide opportunities for students to complete their educational requirements, by allowing students to participate in a clinical rotation at an approved clinical facility.

CSCC and clinical agencies are obligated to protect the agency's patients and/or clients from harm due to students who are under the influence of illegal drugs or alcohol while rotating in a clinical practicum. It is necessary that the College provide a safe environment for employees, students, visitors of the College, as well as the clinical agency and their patients and/or clients. This guideline, will determine eligibility for participation in a clinically based program in the Division of Health and Human Services, which will be established by a negative/normal drug screen as noted in the key definitions section.

1. **Scope**

All students applying to a clinically based program in the Division of Health and Human Services will be required to submit to a drug test. Note that specific Program requirements may also apply, please refer to the specific HHS Academic Program Handbook.

2. **Key Definitions**

Adulteration – The process of adding chemical substances to urine in order to change the result of the drug screens.

Confirmation Test – A test that is performed after a positive result on a screening sample.

Diluted Sample – A sample with a specific gravity below the acceptable level as defined by the laboratory that performs the testing.

Drug Screen – A drug screen is the laboratory testing performed on urine, blood, hair, or saliva/oral fluid samples, to determine the presence or absence of specified drugs or their metabolized traces. Drug screenings must be performed at a CSCC approved site.

Health and Human Services (HHS) Programs– Courses, certificates, and degree programs where the student must participate in a clinically based program in the Health and Human Division, as a member of the health/human services care team in an outside agency as part of the educational requirement.

Negative/Normal – Results of a drug screen that do not include adulteration of the sample, the presence of illegal substances, alcohol, or the abuse of prescription drugs.

Positive/Abnormal – Results of a drug screen that reveal use of an illegal substance, alcohol or a diluted or adulterated sample.

Prescription – A valid prescription issued to the student by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.

Substance- Any drugs, other substances whether, including but not limited to ingested, inhaled, injected (subcutaneously, or otherwise) that have known mind altering or function-altering effects, applicable to Schedule I through V of 21 C.F.R. Part 1308.

3. **Drug Screening and Enforcement**

HHS Program students will be tested to verify a negative/normal drug screen according to the timeline established in each Program. Testing may occur prior to the student's admission into a HHS Program and/or prior to clinical/practicum placements. Drug screens will be conducted at the student's expense. Drug screenings completed previously by other agencies or by the student's employer will not be accepted. The student must have a drug screening performed at one of the CSCC approved laboratories and the results must be received directly by the College from Corporate Screening. Student's drug screening results will be processed as follows¹:

Negative/Normal – Students whose drug screening result is negative are eligible to be accepted into the HHS Program and/or continue in the HHS Program and/or clinical. Students may also be subject to re-testing if at any time there is reasonable suspicion of substance abuse. See section 4(c) of this guide.

Positive/Abnormal – If a student has a positive drug screen the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months. After 24 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

Adulterated Sample – If the drug screening result is reported as adulterated by the laboratory, the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months.

¹ Note: specific Program requirements may also apply, please refer to the specific HHS Academic Program Handbook

After 24 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

Dilutes – If the drug screening result is reported as diluted, the student will be notified that he/she may be re-tested within 24 hours of notification of the diluted result. The re-testing is subject to the guide outlined in section 4(b). The student is responsible for the cost of the re-test.

Positive Prescription - Students testing positive for a prescription medication must have a valid prescription issued to the student by a licensed health care provider. A medical review officer, at the approved CSCC laboratory, will validate the prescription and determine if the prescription is acceptable for the drug for which the student tested positive for.

4. **Drug Screen Re-Testing**

- a. Depending on the requirements of the clinical site, students may be subject to re-testing prior to the beginning of the student's clinical experience or if a period of greater than 24 months has elapsed. Students who re-test positive will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months. After 24 months, should a student reapply to a clinically based HHS program and re- test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.
- b. Diluted Drug Test Failure – If a student fails his/her initial drug screen because of a diluted sample, he/she will have the option of re-testing within 24 hours of notification of the student. Students will be allowed to re-test one time. A student has the right to refuse consent for re-testing. However, refusal to consent to re-testing may result in being denied acceptance into the HHS Program or being removed from the HHS Program and/or clinical.
- c. Reasonable Suspicion- is defined as, but not limited to, the following behaviors:
 - Direct observation of drug use, alcohol use, and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol such as, but not limited to appearance (red eyes, drowsy, tremors, clothing disarrayed, pupillary changes); behavior (erratic, irritable, inappropriate, mood swings, lethargy); Speech (slurred, erratic); Odor (unusual or odor of drugs or alcohol); deterioration in performance; abnormal conduct; and/or change in alertness.
 - Information that a student's behavior has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional or substantial property damage.
 - Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in a HHS Program and/or a student is convicted by a court of an offense related to the use of a drug, alcohol or controlled substance

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If a faculty member, professional preceptor, or administrator observes any student exhibiting any of the above behaviors, they will document the behavior and bring it to the attention of the student's HHS Program's chairperson and a consultation will take place with the Dean of HHS who will determine if reasonable suspicion exists. If the Dean of HHS is not available, the Supervisor of the Office of Student Health Records may make that decision. The decision on whether to dismiss the student from the clinical, lab, and/or classroom for the day will be in accordance with student's Academic Program handbook. If reasonable suspicion and temporary dismissal is determined, the student will be notified that it is the student's responsibility to be drug screened immediately with a result of negative/normal drug screen in order to continue in the HHS Program. The results of the drug screen will be processed in accordance with these guidelines. The drug screen will be at the student's expense. Further, the student may face disciplinary action for any incidents that violate College Policies and Procedures, the CSCC Student Code of Conduct, the clinical facility policies and procedures, and/or the student's Academic Program handbook and/or academic standards.

5. **Confidentiality**

- a. A student's drug screen test results are protected as educational records under the Family Educational Rights and Privacy Act (FERPA). If a clinical site requests to see the drug screening results students will need to sign a release form authorizing the College to release the information to the clinical site or unless an exception to FERPA applies.
- b. Drug screening results will be sent directly to Corporate Screening from the approved laboratory and Corporate Screening and the results are made available to the Supervisor of the Office of Student Health Records and other authorized individuals at the College.

6. **Tested Substances**

Drug screening may include but is not limited to testing for the following substances. Testing for additional substances may occur based on clinical affiliation agreement requirements.

- Amphetamines
- Barbiturate
- Benzodiazepines
- Cannabinoid
- Cocaine
- Metabolites
- Methadone
- Methaqualone
- Opiates
- Phencyclidine
- Propoxyphene
- Creatinine
- PH

7. **Drug Screening Procedure**

1. **Student Procedure**

The student shall:

- Pay the drug screening fee on the Corporate Screening website at www.VerifyStudents.com, using the code provided by the HHS program. Each instructional sheet is unique to the student's Academic Program. If the student does not have a copy of their Academic Program's drug test only instruction sheet, the student must contact their Academic Program Coordinator.
- Take the requisition to one of CSCC's approved laboratories, with a valid photo ID. If the student loses the requisition, the student will be required to pay another fee for a replacement requisition. The cost of the replacement requisition is the same as the drug screening fee. ****Drug screening results will *not* be released over the telephone.** The student may confirm the **receipt** of the drug screening results by accessing their Corporate Screening account.

2. Administrative Procedure

- a. The CSCC approved laboratory will forward the drug screening results to CSCC's vendor, Corporate Screening, and the results are made available to the Supervisor of the Office of Student Health Records and other authorized individuals at the College.
- b. A list of negative drug screening results will be forwarded to the Supervisor of the Office of Student Health Records.
- c. The Supervisor of the Office of Student Health Records will be notified of positive drug screening results, adulterated samples, and negative dilutes.
- d. If the student is eligible to re-test with 24 hours of notification, the re- test results will be forwarded to the Supervisor of the Office of Student Health Records.
- e. If a student has a positive drug screen the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months. After 24 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

FORMS

The following forms included in this section are:

1. Handbook Acknowledgment Form
2. Graduation-Employment Relationship Acknowledgement Form
3. Confidentiality Acknowledgment Form
4. Health and Human Services Covid-19 Acknowledgement Form

Please read each of these forms carefully before signing. If you have any questions regarding these forms, please contact the Nutrition and Dietetics Technician Program Coordinator. **All forms must be signed and returned to the Program Coordinator during the initial class of HNTR 1901 - Dietetic Practicum I and in HNTR 2275 – Medical Nutrition Therapy I.**

Division of Health and Human Services Handbook Acknowledgement Form

I, _____, hereby acknowledge that I have received and read a copy of the student handbook for the Nutrition and Dietetics Program.

By signing below, I agree to abide by the requirements, standards, and policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, and policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice and that I am responsible for checking for updates to program information.

Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

(Signature of Program Coordinator)

(Date Signed)

**Division of Health and Human Services
Graduation-Employment Relationship Acknowledgement Form**

I, _____, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Nutrition and Dietetics Program and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State is responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form I recognize and agree that employment is my own responsibility.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

(Signature of Program Coordinator)

(Date Signed)

**Division of Health and Human Services Confidentiality
Acknowledgement Form**

I, _____, hereby acknowledge that I am bound by federal and state laws regarding patient confidentiality, including where applicable the federal Health Insurance Portability and Accountability Act (HIPAA) and its policies.

I acknowledge that I may work with patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to patient's protected health information. I understand that all medical information is considered confidential and may be protected by HIPAA. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a patient's confidential health information and medical records without consent. I further acknowledge that it is my professional responsibility and duty to protect the confidentiality of all patient medical records and protected health information with which I have access to.

My signature confirms that I understand and will abide by patient confidentiality and that I understand the consequences of any inappropriate actions regarding patient confidentiality.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

(Signature of Program Coordinator)

(Date Signed)