

# **Didactic Program in Dietetics (DPD) Handbook**

## **Nutrition, Food Science, & Packaging Department**

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## Chapter 1. Welcome and Purpose of this Handbook

Thank you for your interest in the Department of Nutrition, Food Science and Packaging (NuFS/PKG) at San Jose State University (SJSU). It is hoped that this handbook will answer most of your questions about the Didactic Program in Dietetics (DPD), and the possible career paths open to you following graduation with a degree from SJSU. We have made every effort to provide complete and accurate information in this handbook, but university policies often change. Please note that department policies are always subordinate to those described in the general SJSU catalog found at: <https://catalog.sjsu.edu/>

There is great interest in the fields of nutrition, food science and packaging. A career in nutrition, food science or packaging is for those interested in health, as well as those interested in the scientific, environmental, and/or commercial aspects of nutrition and food. Dietitians and nutritionists, food scientists, foodservice managers, and packaging specialists are professionals who may apply the science of nutrition, food and/or packaging in the following ways:

- By advising individuals and families to select foods that provide optimal nutrition for health promotion and disease prevention throughout their lives;
- By planning and managing the preparation and service of food;
- By developing and implementing nutrition education programs;
- By working in a management, research, or quality control capacity in a food or packaging industry;
- By managing community nutrition and food programs;
- By directing foodservice systems;
- By educating professionals and community members in nutrition, food science and packaging.

The need for proper nutrition, food manufacturing, and food handling means the demand for specialists in these areas will increase. The NuFS/PKG Department at SJSU will help prepare you for a rewarding career.

### Who to go to for help

Most questions can be answered by carefully reading through this handbook and by viewing information on the SJSU website ([www.sjsu.edu](http://www.sjsu.edu)) and the department website (<http://www.sjsu.edu/nufspkg/>). However, if you find that you still have questions that are specific to the NUFS/PKG department, here's what to do.

- Ask a graduate student assistant for help. Their hours and contact information is posted at <https://www.sjsu.edu/nufspkg/current-students/advising/undergraduate-advisors/index.php>.
- Visit the NUFS department office in CCB 200, or email Christina De Leon at [christina.deleon@sjsu.edu](mailto:christina.deleon@sjsu.edu) or Leah Olaiivar at [leah.olaiivar@sjsu.edu](mailto:leah.olaiivar@sjsu.edu).
- Contact the Department Chair, [Ashwini.Wagle@sjsu.edu](mailto:Ashwini.Wagle@sjsu.edu).

## Chapter 2. San Jose State University

### History of the University

San Jose State was founded in 1857 as *Minn's Evening Normal School* to prepare teachers. In 1870, it moved to San Jose and the name was changed to *California State Normal School*. In 1921, it became known as *California State Teachers' College*. As academic programs

expanded into areas other than teacher education, the name was changed to *San Jose State College*. University status was granted in 1974 as the result of academic excellence in many diverse subject areas. Today, SJSU offers baccalaureate degree programs in over 77 majors housed in seven colleges. SJSU attracts students and faculty from throughout the United States and abroad. The varied programs and departments are recognized for their quality and leadership.

San Jose State University is one of 23 campuses in the California State University (CSU) system. SJSU is the oldest public institution of higher learning in the state. The campus is located at the southern end of San Francisco Bay in downtown San Jose (population 923,000) in the center of world-famous *Silicon Valley*. Many of California's most popular natural, recreational, and cultural attractions are nearby, including the redwood forests, Napa Valley wineries, the Santa Cruz beach boardwalk. Soon, the San Francisco 49ers will call Santa Clara their home. The University enrolls approximately 30,000 students.

### ***Accreditation Status***

San Jose State University is fully accredited by the *Western Association of Schools and Colleges* and the California State Board of Education.

## **Admission to San Jose State University**

Students wishing to apply for admission to San Jose State University can learn all about the application procedure online at <https://www.sjsu.edu/admissions/index.php>. The website provides current deadline dates for application.

### ***Applying as a Freshman***

Freshman requirements are described here

<https://www.sjsu.edu/admissions/freshman/index.php>

In summary, to qualify for admission to SJSU as a first-time freshman, you must be a high school graduate with satisfactory results on the ACT and/or SAT tests, have a satisfactory grade point average, and have completed (with grades of **C** or better) the courses in the comprehensive pattern of college preparatory subject requirements (English – 4 years, Mathematics – 3 years, U.S. History and Government – 1 year, Science – 1 year with laboratory, Foreign Language – 2 years, Visual and Performing Arts – 1 year, Electives – 3 years).

### ***Applying as a Transfer Student***

No college freshmen, sophomores, or applicants seeking a second bachelor's degree will be admitted. If you are transferring from a community college or another 4-year institution, you will qualify for admission to SJSU with a grade point average of **C** (2.0) or better in all transferable units attempted, and with good standing at the last college or university attended. Students must also have completed 30 semester units (45 quarter units) of general education, including four basic skills courses (e.g., oral communication, written communication, critical thinking and college-level mathematics of quantitative reasoning, with intermediate algebra as a prerequisite) with at least a **C** or better grade in each basic skills course.

Please see: <https://www.sjsu.edu/admissions/>

### ***SJSU Impaction Information***

State funding for the entire California State University system, which includes San Jose State University, has been severely cut to help balance California's budget. Due to these changes in the state budget situation, SJSU cannot serve as many students as it once did. This means SJSU is an impacted campus and will no longer have the enrollment capacity to accept all CSU eligible applicants, including some from local high schools and community colleges. Although you may meet the minimum CSU admission requirements as an applicant, you are not guaranteed admission. Please read the information regarding impaction here: <https://www.sjsu.edu/admissions/impaction/index.php>

### ***Change of Major to BS Nutritional Science Degree***

Due to impaction, the department may not be able to accommodate all students who wish to transfer into the department. Please read important information about the criteria for change of major to the BS Nutritional Science Degree here: <https://www.sjsu.edu/nufspkg/admissions/change-of-major.php>

### ***Educational Opportunity Program***

SJSU has an Educational Opportunity Program (EOP) for undergraduate students who are disadvantaged because of economic or educational background. The academic preparation of foreign students is also assessed. For further information regarding admission requirements, see <http://www.sjsu.edu/eop/> call the EOP office at (408) 924-2637 or email [eop@sjsu.edu](mailto:eop@sjsu.edu).

## **Graduation Requirements**

### ***Residence Requirements***

For all bachelors' degrees, a minimum of 30 units in residence at SJSU must be earned. Of these, 24 units must be earned in upper division courses, and 12 units must be in the major. Extension credit or evaluation may not be used to fulfill any of the 30 units.

### ***Upper Division Requirements***

At least 40 of the total units required for graduation with the bachelor's degree must be upper division, which are courses numbered 100 or above at SJSU and courses from other universities clearly designated as junior or senior level courses. Except under unusual circumstances, freshmen and sophomores are not encouraged to take upper division courses.

### ***Unit Requirements***

A total of 120 semester units must be earned for graduation with the baccalaureate degree in Nutritional Science. No more than 6 units of Individual Studies (NuFS 180) may be counted for the baccalaureate degree. Exceptions require approval from both the department and the college dean.

### ***General Education (GE)***

Every student who earns a baccalaureate degree at SJSU must complete 51 units of GE. A maximum of 39 units of GE courses may be transferred from previous institutions; 9 of the remaining units must be in upper division San Jose State Studies (Advanced GE) taken at SJSU. Some dietetic coursework satisfies GE requirements (courses which satisfy the GE requirements are listed in the *Schedule of Classes* each semester). All

courses taken for GE credit must result in a letter grade; Credit/No Credit grades are not permitted unless the student earns the grades by examination. Since NuFS /PKG Students complete 15 units of science they are exempt from having to take 6 units of GE science Area B-1 and B-2.

### **General Information about the NuFS/PKG Department**

The NuFS/PKG Department at SJSU was the first nutrition department in the CSU system. Both baccalaureate and Masters degrees in Nutritional Science are offered. (Information about the MS program can be found in the graduate handbook available from <https://www.sjsu.edu/nufspkg/>)

The Bachelor of Science (B.S.) program in Nutritional Science integrates the principles of chemical, biological, and social sciences. The program offers three concentrations: 1) **Dietetics**, 2) **Applied Nutrition and Food Sciences**, and 3) **Food Management**. The department also offer a Bachelor of Science program in Packaging. Overall, the program prepares graduates for careers as dietitians, food scientists, foodservice managers, packaging professionals, and environmental health specialists, for work in educational institutions, hospitals, nutrition and food research laboratories, businesses and industries, and in the community and for government.

The academic concentration in Dietetics [known as the Didactic Program in Dietetics (DPD)] is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; Ph. 800/877-1600, ext. 5400, <https://www.eatrightpro.org/acend>

### ***Department Mission Statement***

The Department of Nutrition, Food Science and Packaging at San Jose State University offers curricula and professional development for students pursuing careers as nutritionists, dietitians, food scientists, foodservice professionals, environmental health specialists, and packaging technologists. Positions occur in community settings, educational institutions, hospitals, nutrition and food research laboratories, foodservice establishments, government agencies, business and industry.

The department is committed to providing its majors multi-cultural perspectives, and students, faculty, and staff gain from an environment rich in diversity. Ethics, critical thinking, and skills in communication are stressed. In addition, the department offers General Education courses that provide a fundamental understanding of science, nutrition and food to non-majors enrolled at San Jose State University.

The department's programs emphasize theory, as well as the application of, theoretical knowledge and technology. This is accomplished through research in the community as well as in the laboratory. Involvement in professional supervised practice and community activities strengthens the application of the research theories. Faculty research is encouraged to support teaching and professional development.

### ***Undergraduate Courses Offered***

***See the Appendix and the SJSU course catalogue for course descriptions.***

- Advanced Nutrition
- Aging and Nutrition
- Catering and Beverage Management
- Chemical Analysis of Food (with lab)
- Community Nutrition
- Complementary & Alternative Health Practices
- Culinary Principles and Practices
- Cultural Aspects of Food
- Current Issues in Nutrition
- Disordered Eating & Nutrition Therapy
- Entrepreneurial Nutrition
- Field Experience
- Food Chemistry
- Food Culture: Consuming Passions
- Food and Nutritional Toxicology
- Food Evaluation and Techniques
- Food Packaging
- Food Processing and Packaging I
- Food Processing and Packaging II
- Foodservice Production Management
- Food Science
- Foodservice Systems Procurement and Management
- Food Toxicology
- Food Process Engineering
- Health Issues in a Multicultural Society
- Hunger and Environmental Nutrition
- Nutrition in the Life Span
- Individual Studies
- Internship in Foodservice Management
- Introduction to Human Nutrition
- Medical Nutrition Therapy A,B
- Nutrition and Metabolism
- Nutrition Education and Counseling
- Nutrition for Sport
- Nutrition for the Health Professions
- Nutrition Laboratory
- Packaging Materials I and II
- Packaging for Medical Devices & Pharmaceuticals
- Packaging Machinery Systems
- Protective Packaging Design & Testing
- Packaging Material Handling and Distribution
- Packaging Developments and Management
- Physical Fitness and Nutrition
- Principles of Packaging
- Solidworks
- ArtiosCad
- Professionalism in Nutrition, Food Science & Packaging
- Sanitation & Environmental Issue



### ***The Faculty of the NuFS/PKG Department***

Faculty take a genuine interest in their students, teaching and research, making the educational environment enjoyable, interesting and stimulating. There are 10 tenure track full-time faculty and 27 part-time faculty

#### **Assistant Professors**

- Jacqueline Bergman, Ph.D
- Susan Chen, Ph.D
- Edmund Tang, M.S.
- Mi Zhou, Ph.D

#### **Associate Professors**

- Xi “Alex” Feng, Ph.D.
- John Gieng, Ph.D.
- Giselle Pignotti, Ph.D, R.D. (DPD Director)
- Adrienne Widaman, Ph.D., R.D. (Graduate Coordinator)

#### **Full Professors**

- Kasuen Mauldin, Ph.D, R.D. (DI Director)
- Ashwini R. Wagle, Ed.D, M.S, R.D. (Department Chair)

#### **Adjunct Faculty**

- Elizabeth Brown, M.S., R.D., C.S.C.S. (Minor Advisor)
- Jamie Kubota, M.S., R.D.
- Caroline Fee, M.A.
- Karen Harvey, M.S, R.D.
- Andrea Whitson, M.S, R.D.
- Janine Berta, M.S, R.D.
- Natsuko Tsuji, M.S, R.D.
- Roberta Spier, M.S, R.D.
- Eileen Mackusick, M.S, R.D.
- Lesley Wiley, M.S, R.D.
- Yue “Mary” Sun, Ph.D, R.D.
- Irene Chou, Ph.D.
- Georgia “Gigi” Acker, M.S, R.D.
- Gabriela John Swamy, Ph.D
- Kathleen Cahill, M.S, R.D.
- Antoinette Bloom, M.S, R.D.
- Laurie Steinberg, M.S, R.D.
- Deepa Singamsetti, M.S, R.D.
- Karen Knoblauch, M.S, R.D.
- Ashlee Gossard, M.S, R.D.

- Todd Engstrom
- Mary Hall, M.S., R.D.
- Lisa Chaudoin, M.S., R.D.
- Inbar Vanek, M.S.
- Sabine Mooney, M.S., R.D.
- Alex Jorgensen

### ***Student Organization with the Department***

Student organization (the *Student Nutrition & Food Science Club*) based in the department offers an opportunity for both undergraduates and graduate students to become involved in community, industry and school-oriented projects; to meet with career professionals, faculty, and other students; and to develop leadership training. In addition, organizations may offer scholarships to local conferences and national professional conventions. Clubs organize presentations by speakers in all fields of nutrition, food science, and packaging, organize the Department convocation (graduation) ceremony, and graduation luncheons.

## **Chapter 3. Major Requirements and Curriculum Outlines**

The Bachelor of Science (B.S.) program in Nutritional Science offers three concentrations: 1) **Dietetics**, 2) **Applied Nutrition and Food Sciences**, and 3) **Food Management**. The department also offers a Bachelor of Science program in Packaging. Overall, the program prepares graduates for careers as dietitians, food scientists, foodservice managers, packaging professionals, and environmental health specialists, for work in educational institutions, hospitals, nutrition and food research laboratories, businesses and industries, and in the community and for government.

A description of each concentration is below, along with a summary of the required coursework for completion of the degree.

### **Concentration in Dietetics**

#### ***The Didactic Program in Dietetics Mission Statement***

The Mission of the Didactic Program in Dietetics (DPD) is to prepare students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist. The Didactic Program in Dietetics (DPD) is committed to transmit knowledge and skills at the undergraduate level that are needed for competent dietetics practice to improve the quality of life in diverse communities.

The Didactic Program in Dietetics provides students with the competencies, knowledge and skills required of the dietetics professional for practice roles of today and the future. The program helps students to develop critical thinking skills and problem solving ability in clinical and community nutrition and food service management. The Dietetics curriculum includes support courses from the social, physical, and life sciences. Students have the option to select elective courses outside the major and/or to complete minors in business, chemistry, education, gerontology, health science, human performance, journalism, or other areas. In addition, with the appropriate coursework, students are also prepared for advanced degrees and post baccalaureate education (Dietetic Internships).

The dietetics concentration is appropriate for students who would like to become registered dietitians. To become a registered dietitian, you must:

1. complete an ACEND accredited Didactic Program in Dietetics (DPD);

2. obtain a master's degree (effective January 1, 2024);
3. complete an accredited supervised work experience (Dietetic Internship); and
4. take and pass a national registration examination.

The DPD program at SJSU is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; phone: 312-899-0040; <http://www.eatrightPRO.org/ACEND>

### ***DPD Program Goals***

**Program Goal #1:** The program will prepare graduates to be competent for entry into supervised practice or other post-graduate programs through quality educational offerings

- *Objective 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 dietitian nutritionists is at least 80%.
- *Objective 2:* Fifty percent (50%) of program graduates will apply for admission to a supervised practice program prior to or within 12 months of graduation.
- *Objective 3:* Forty percent (40%) of program graduates are admitted to a supervised practice program within 12 months of graduation.
- *Objective 4:* Supervised practice program directors will rate their overall satisfaction with the graduate's preparation for supervised practice as at least 3.0 on a 5.0 scale for at least 70% of the graduates.
- *Objective 5:* At least 80% of program students complete program/degree requirements within three years (150% of the program length).
- *Objective 6:* 80% of graduates will receive a rating of satisfactory or above in the academic preparation and overall performance evaluation by the field experience supervisors.

**Program Goal #2:** The program will prepare graduates to be multi-culturally competent through experiential learning experiences and contribute to improving the quality of life in diverse communities.

- *Objective 1:* At least 50% of graduates who complete the requirements of the dietetics program indicate they can work effectively with culturally diverse populations in a variety of settings.
- *Objective 2:* At least 50% of graduates will have participated in a global experience through educational offerings to gain intercultural perspective.

*Outcomes data is available upon request from the DPD Director.*

Graduates of the Didactic Program in Dietetics will be prepared to:

1. To obtain a critical understanding and the ability to apply theoretical and scientific knowledge from the sub-disciplines in nutrition.
2. To effectively communicate the essential theories, scientific applications, and ethical considerations related to the discipline.
3. To identify global, social, environmental, and/or cultural issues related to the discipline for diverse populations.

## Didactic Program in Dietetics (DPD) Policies and Procedures

### *Declaration of Intent*

- The standardized initial document given as a contract with list of classes required for successful completion of the Didactic Program in Dietetics (DPD) Program.
- Students may apply for Dietetic Internships in their **last** semester while completing the DPD courses and/or graduation with a Declaration of Intent.
- Undergraduate students must submit their documents for transcript evaluation and Declaration of Intent a year before graduation. E.g. Early in the fall semester when registering for NUFS 110A, after you receive a C or better in NUFS 108A.
- Graduate students need to submit their documents for transcript evaluation and Declaration of Intent upon admission to the graduate program

### *Verification Statement*

- A standardized document issued after successful completion of all listed DPD courses in the Declaration of Intent.
  - An official transcript showing the grades received is required to issue the Verification Statement
  - Demonstrate on Canvas “Dietetics – KRDN Assessment” that you met the requirements for each core knowledge
- **Bachelor’s** students will require an official transcript stating “Degree Conferred” to issue Verification Statement.
- **Master’s** students may use their undergraduate transcripts if still completing graduate classes.
- **All students** completing the **SJSU DPD** who meet the **KRDN requirements** will be issued an electronic **Verification Statement**.

The **Verification Statement** is the official document needed when applying to:

- Dietetic internship programs
- RD exam
- NDTR exam
- Academy of Nutrition and Dietetics active membership
- Potential employers

### *2022 ACEND Standards and KRDNs*

In 2022 ACEND set new educational standards (KRDNs) that must be successfully completed to earn a DPD verification statement. It is the student’s responsibility to track and demonstrate that each KRDN is achieved. This information will be tracked and monitored by the DPD Director using the Canvas “Dietetics – KRDN Assessment”. KRDNs will be evaluated in key DPD required courses. Students who do not meet the minimum score requirement for a KRDN will have one attempt to redo and pass the assignment, with no course grade change. This must be coordinated with the course instructor during the same semester the course is taken.

### **SJSU Student Responsibilities**

- Please be advised that SJSU Department of Nutrition, Food Science and Packaging requires prospective students to have a cumulative SJSU GPA of 3.0 or better to be eligible for the DPD Program. In addition, students must have and C or better in Chem 1A and C or better in a NUFS course taken at SJSU.

- SJSU Department of Nutrition, Food Science and Packaging program requires a 7-year recency from the date of transcript evaluation on all science-based support courses and DPD courses. Students will be required to repeat courses completed more than 7 years prior.
- Students may do the support courses listed in the DPD course requirements advising sheet at Community Colleges if the classes articulate and are equivalent to courses offered at San Jose State University. These courses are all below 100 level and include NUF8 Nutrition for Health Professions. Please refer to [www.assist.org](http://www.assist.org) for more information on articulation.
- All major requirements listed in the DPD advising sheet including Chem 132 Biochemistry and Chem 132 (L) Biochemistry Lab must be taken at San Jose State University (SJSU)
- Students may not transfer more than two DPD major courses from other four-year colleges to be eligible for the DPD Verification Statement from SJSU.

#### **Appendix A. Instructions for DPD Transcript Evaluation for US Students at SJSU**

#### **Appendix B. Instructions for DPD Transcript Evaluation for Foreign Students at SJSU**

#### **Appendix C. Instructions for Dietetic Technician (DT) Pathway for SJSU Students**

##### ***Nutrition and Dietetics Technician, Registered (NDTR)***

- Undergraduate students who complete the bachelor's degree in Nutritional Science with concentration in Dietetics and earn a DPD verification statement are eligible to take the Dietetic Technician, Registered exam once their degree is conferred.
- Graduate students from the MS in Nutritional Science are eligible to take the Dietetic Technician, Registered exam once they earn the DPD verification statement.

##### **ACEND Accredited Supervised Practice Programs**

After completing the DPD program and earning a Verification Statement, graduates are eligible to apply for graduate, supervised practice, or dietetics internship (DI) programs to pursue the RDN credential. There are several types of programs. The application requirements and due dates vary depending on the program. It is important to fully review each program you are considering. The ACEND website provides a list of [ACEND-Accredited Programs](#).

##### ***Dietetic Internship (DI)***

Post bachelor's program — provides at least 1,000 hours of supervised practice for RDN eligibility (must complete DPD and at least a bachelor's degree before entry, most programs are requiring a master's degree upon entry). Some programs offer a graduate degree in conjunction with supervised practice (Master's + DI). SJSU students can apply for either an external internship or an internal internship.

##### ***Internal Dietetic Internships***

The DI at San José State University is a minimum 1000 hours supervised-practice full-time program with placement sites located in San Jose and surrounding areas. This program is only available to students from the SJSU Department of Nutrition, Food Science, and Packaging who already have a graduate degree or are getting a graduate degree at the time of application. Students who complete the SJSU DI qualify for the registration examination administered by CDR. The SJSU DI is accredited by ACEND, 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, (312) 899-4876 (<http://www.eatrightPRO.org/ACEND>). For application requirements and additional information on the SJSU Dietetic Internship please visit <https://www.sjsu.edu/nufspkg/programs/dietetic-internship.php>

### ***Graduate Program in Nutrition and Dietetics (GP)***

Graduate-level, competency-based dietitian nutritionist program that integrates coursework and at least 1,000 hours of experiential learning for RDN eligibility. GPs that require a DPD Verification Statement upon entry tend to be a better option for our DPD graduates. GPs that do not require a Verification Statement upon entry may have more overlap in course content with SJSU's DPD coursework.

### ***Coordinated Programs in Dietetics (CP)***

Graduate level — dietitian coursework and at least 1,000 hours of supervised practice for RDN eligibility (combined program).

### **Applicant Responsibilities**

- Most supervised practice programs use the Dietetic Inclusive Centralized Application Service (**DICAS**) for the application process.

### **Application Process:**

- Obtain current application materials from programs at least 6 months prior to the application deadline
- GRE's may be needed
- Send DICAS request to faculty/employers from whom you are requesting letters of recommendation at least two months prior to application deadline
- Send DICAS request to DPD Director early to verify the Declaration of Intent or Verification Statement
- Start the DI application on DICAS
  - <https://dicas.liaisoncas.com/>
- You will also need to submit a copy of the official transcript from each college and university you have attended by the application deadline

### ***Careers in Dietetics***

A variety of careers is available to graduates completing a dietetics concentration. Some jobs in the field of nutrition require having R.D. status (indicated with an \*.) Places where you can work with this concentration:

#### ***Hospital***

Administrative Dietitian\*  
Clinical Dietitian\*  
Patient Education Manager\*

#### ***Industry-Food Company***

Research and Development  
Public Relations and Sales

#### ***Media Spokesperson***

#### ***Private Practice***

#### ***Health Related***

Athletic Training/Sports Nutrition  
Wellness Programs  
Health Clubs

***Government/Volunteer/Private Agency***

Nutrition Education  
 School Districts – Nutrition Education  
 Correctional Facilities  
 Women, Infants, and Children Programs

***Foodservice Management***

Restaurant-Managerial  
 Food and Beverages  
 Convention Centers  
 Schools and Hospitals  
 Industry

**Advisement and Program Planning*****Planning of Student Programs***

The Department of Nutrition, Food Science and Packaging at SJSU offers an outline of curricula that should be followed by students each semester. In addition, students should consult an advisor in the Department of Nutrition, Food Science and Packaging when planning their programs of study and selecting courses. In order to help students choose their program of study, an advising day is held each semester and summer. In addition, Professionalism in NuFS and Pkg (NuFS 31) provides career speakers and background information on each major and emphasis. New students should have their programs approved by departmental advisors during orientation before registration. Major and minor requirements are approved by the student's advisor and the chair of the department. Information on advisors and advising day dates are available from the Department of Nutrition, Food Science and Packaging office (408) 924-3100.

***Change of Major Objective***

Students wishing to change their major to Nutritional Science must obtain a *Change of Major Form* from the department in which they are currently majoring or from Undergraduate Studies office. The form requires the signature of the Chair of the Department of Nutrition, Food Science and Packaging. The completed form needs to be returned to the Office of Admissions and Records. The change of objective is not official until the completed form is on file. The Nutrition, Food Science and Packaging Department would appreciate it if the incoming student would ask for their file when leaving their old major and bring it to the NuFS department in order to assure continuity of the student's records. Rules are in place to limit a student's ability to change majors once they have completed 90 units (out of 120 units total for the dietetics concentration). At 90 units the student is required to file paperwork toward graduation progress.

***Assessment of Student Learning***

Assessment of prior learning and credit toward program (DPD) requirements are decided based on curriculum articulation agreements with other colleges/universities. If there are no articulation agreements then an analysis of the course description, prerequisites and number of semester or quarter units/credits is noted and a decision is made by the DPD Director. For international students, an international transcript evaluation by a creditable organization is required for the transcript evaluation involved in completing a Declaration of Intent form for the students.

All DPD courses are given a letter grade from A+ to F except for NUFS 192 Field Experience course where students receive a Credit/No Credit grade. The course catalog course descriptions indicate prerequisite requirements and often times a minimum grade of a “C” is required before one can progress to the next course in the sequence. For example, in order to progress to enrolling in NuFS 108A Nutrition and Metabolism the student must complete the prerequisites of NuFS 106A Human Nutrition in the Life Span with a minimum “C” grade, Chem 132 Biochemistry with a “C” grade, as well as the junior writing course for health professions majors PH/NUFS 100W and Biol 66 Physiology. If the student doesn’t achieve the minimum “C” grades in NuFS 106A and Chem 132 they can retake the courses to improve their grade or be counseled to change majors and move from the Dietetics concentration to pursue Applied Nutrition and Food Sciences concentration or Food Management concentration offered within the department; all of which do not require biochemistry. Please see appendix I. for DPD Advisement sheet, course listings and suggested 4-year plan for completion of DPD program.

The program outcomes data is available upon request and the Annual Program Assessment Reports are available on the University website at:

<http://www.sjsu.edu/gup/ugs/faculty/programrecords/CHHS/NUFS/index.html>

### ***Retention and Remediation***

Advisement is provided by the DPD Director as well as graduate student peer advisors and other full time faculty in the department. Office hours are posted by the Department Office door and those of the graduate student peer advisors are also posted on the website. Student learning assessment is continuously reviewed and those students not reaching the expected benchmarks are counseled, offered remediation and advised regarding the most appropriate course for them.

Non-Discrimination and Equal Opportunity Student recruitment and admissions to the Didactic Program in Dietetics (DPD) follow San Jose State University (SJSU) and California State University (CSU) policies, procedures and practices which comply with state and federal laws and regulations ensuring nondiscrimination and equal opportunity. See SJSU catalog for non-discrimination policy and explanation of due process at <https://catalog.sjsu.edu/content.php?catoid=2&navoid=117>.

There are no separate application forms for dietetics from the online university application. Change of major to Dietetics once admitted to SJSU requires a minimum GPA of 3.0, completion of Chem1A with a grade of “C” or better, and “C” or better grade in a Nutrition course taken at SJSU. The best students are selected based on the target number of majors assigned.

### ***Disciplinary and Termination Procedures***

Disciplinary/termination procedures are covered in the university catalog. Faculty members are obligated to report all instances of academic misconduct to the Office of Student Conduct and Ethical Development at <http://www.sjsu.edu/studentconduct/>. The university handles notification of probation and disqualification for students falling below a 2.0/4.0 Grade Point Average (GPA). Students who wish to be reinstated need to show that they can achieve “B” grade work in relevant courses that have been identified as pertinent to their major.

### **Web links:**

University Catalog: <https://catalog.sjsu.edu/>

University Admission Information: <https://www.sjsu.edu/admissions/>

SJSU Articulation: <http://info.sjsu.edu/home/artic.html>



SJSU Policies and Procedures, Class Schedule, Final Exam Schedule:

<https://www.sjsu.edu/classes/calendar/index.php>

Department of Nutrition, Food Science and Packaging information: <http://www.sjsu.edu/nufspkg/>

## Cost to Students

### *Application*

An application fee of \$60 is required for each new application filed. Students must pay the required State University Fee of \$3,996.00 per semester for full-time students and \$2,790.00 for part-time students (1.0-6.0 units). Graduate students pay \$4,713.00 for full-time students and \$3,207.00 for part-time students (1.0-6.0 units). The San Jose State University fee pays the costs of student services such as counseling, testing, student activities, housing placement, Health Services, and Student Financial Aid Administration. In addition, these fees cover some supplies and service costs of instruction and Instructional Resources. Other miscellaneous campus fees that must be paid each semester, regardless of number of units taken, include:

Student Association Fee	\$105.50
Student Union Fee	\$412.00
Facility Fee	\$38.00
Document Fee	\$18.00
Student Success, Excellence and Technology Fee	\$361.50
Mandatory Health Fee	\$182.00

Non-residents must pay basic registration fee plus \$396 per semester unit *in addition to the above fees*. More information on tuition and living costs can be accessed at

<https://www.sjsu.edu/bursar/fees-due-dates/tuition-other-fees/index.php>

*\*Costs subject to change.*

### Estimated DPD (Didactic Program in Dietetics) Costs

#### Estimated costs per semester:

Books	\$300- 350
Transportation	\$.55/mile
Lab fees	\$35/Lab
Activity Fees	\$5-\$25/Activity class

#### Estimated One-Time Costs:

Lab Coat	\$25
DPD Transcript Evaluation	\$25

### *Financial Aid*

Financial assistance is available in the form of grants, scholarships, fellowships, loans, and part-time employment (work study) for students who meet financial aid program eligibility requirements. Students who feel that they will not be able to pay for all of their educational costs are encouraged to apply for financial aid. For further information on financial aid, see the *SJSU Catalog*, the on-line catalog at <http://www.sjsu.edu/faso/>, or contact the Financial Aid Office, located in the Student

Services complex on 9<sup>th</sup> & San Fernando Streets. Information is also available on the internet at [www.sjsu.edu](http://www.sjsu.edu).

### ***Housing***

There are a number of housing options to SJSU students who live on or near the campus. Residence halls, off-campus university apartments and privately-owned apartments and houses are all available to university students. In addition, most fraternities and sororities offer housing accommodations to their members. Joe West Hall is our largest resident hall at 12 stories high. It houses over 650 residents. West Hall provides many diversified living options including: Double and Triple occupancy rooms, suites, and Single Occupancy rooms. The cost for dormitories (including meal plans) is \$3082-\$3926 per semester.

Spartan Village is a student complex of 58 two-bedroom furnished apartments with fully equipped kitchens. Laundry facilities are located on the premises. Each apartment houses four to six students of the same gender. The Spartan Village Community Room provides recreation and study areas, and the grounds include space for barbeques and volleyball. Security at the complex is provided by the University Police Department (UPD) and grounds are patrolled regularly by a UPD Public Safety Assistant.

The Campus Village is an exciting mixed-use project which includes new student housing for 2100 residents, faculty/staff housing, underground parking, recreational space, a computer lab, meeting rooms, retail space and the housing office. The new housing is designed to meet the needs of today's students who prefer suite and apartment style living options. Campus Village opened in August 2005. For additional information, contact the University Housing Services Residential Life Office at (408) 924-6160, write to the Director of Housing, One Washington Square, San Jose, CA 95192, or use the internet, <http://www.housing.sjsu.edu/>

### ***Library***

The Dr. Martin Luther King, Jr. Library integrates the collections, services and staffs of two distinct, but major institutions: a major metropolitan university and a significant public library, creating one expansive resource center where everyone has access to a world of information. The Dr. Martin Luther King, Jr. Library is the first of its kind in the United States and a model of innovation for library services for the future.

The new 475,000+ square foot library includes eight floors plus a mezzanine and a lower level, seven-story atrium with skylight and seating for 3,600. The library houses a public art collection, a Library café, forty-two group study areas, four computer labs, eight special program and lecture rooms, and much more. The library serves 30,000 students, faculty and staff, 923,000 residents of San José, and opened August 2003.

### **Choices**

We have tried to give you an introduction to who we are and what we have to offer you. As you can see from reading this handbook your choices are wide within the major Nutritional Science. Perhaps you still have questions, or would like to make an appointment with one of our advisors. We'd like to meet you and help you attain your dreams and goals for a successful career. Let us hear from you. Our phone number is: (408) 924-3100.

## **Complaints about the Didactic Program in Dietetics (DPD)**

### **Policy**

The DPD program at San Jose State University strives to uphold the ACEND accreditation standards. In the event that a student believes that there has been a violation of the ACEND accreditation standards, he or she should follow the procedure below.

### **Procedure**

Students who believe there has been a violation of the ACEND accreditation standards should follow these steps:

1. The student should first make an appointment with the DPD Director, Giselle Pignotti, PhD, RD to speak with her in person or by phone. In the event an appointment cannot be made in person or by phone, then another medium may be used as agreed upon between the student and the DPD director.
2. If a resolution cannot be made with the DPD director, or if on a rare occasion the student is not comfortable speaking with the DPD director in person, the student may request that the department chair be present to act as a mediator.
3. If no resolution is reached after steps 1 through 2, the student may initiate a final request to the Accreditation Council of Education in Nutrition and Dietetics (ACEND) directly. Students should follow the procedures outlined in the Grievance Policy and Procedure.

### ***Grievance Policy and Procedure (DPD)***

### **Policy**

On occasion a student enrolled in the Didactic Program in Dietetics (DPD) may view their treatment by a faculty and/or staff member as unjust or unfair. The following procedures offer guidance to the student for presenting their grievances, which will be filed.

### **Procedure**

Students who have concerns about problems that arise in the classroom, instructor behavior or capricious grading practices should follow the basic steps below as well as read the University Policy for guidance on addressing these concerns.

1. The student should first make an appointment with the instructor of the course to speak with him/her in person, by phone, or another medium that is mutually agreed upon between the student and the instructor.
2. If a resolution cannot be made, or if on a rare occasion the student is not comfortable speaking with the instructor in person, the student may request that the DPD Director be present to act as a mediator. If the instructor is the DPD Director, the student should follow step #3.
3. If a resolution cannot be made with the presence of the DPD Director, the student may request that the person acting as department chair be present to act as a mediator.
4. If no resolution is reached after steps 1 through 3, the student may initiate a final request to the college Dean to whom the instructor reports by filling out the appropriate documents for the situation.

Students are advised to read the University Policy and to read the additional details provided in the manual to ensure they fully understand the procedure prior to addressing their concerns. These policies are available on the Faculty Senate website under the Undergraduate Programs tab. See policies: S97-8 Student Fairness Committee; Grades and Grade Appeals; Student Grievances; Student Rights at <http://www.sjsu.edu/senate/S97-8.pdf>

Students who feel they have been discriminated against should see the University Undergraduate Program Handbook for the procedure to follow to file a complaint. This information is available at [http://www.sjsu.edu/hr/students/students\\_harassment\\_complaints/](http://www.sjsu.edu/hr/students/students_harassment_complaints/)

Students who feel the Didactic Program in Dietetics has violated the guidelines set by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) should read the Complaints about the Didactic Program in Dietetics policy and procedures in this handbook.

### **ACEND Procedure for Filing a Complaint against Accredited Programs**

#### **Contact Information:**

Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND),  
120 S. Riverside Plaza, Suite 2190,  
Chicago, IL 60606-6995  
Phone: 312-899-0040  
<http://www.eatrightPRO.org/ACEND>

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND,

receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.

5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.
12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

### **Protected Health/Proprietary and Social Media Policy**

#### **Summary:**

Patient privacy and confidentiality are professional responsibility of all healthcare providers. Respect for privacy and confidentiality of patients gives them the dignity as individuals and is important for their moral worth. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was passed to protect a person's privacy and confidentiality in regards to their health information. The Department of Health and Human Services (HHS) and its Office for Civil Rights enforces:

- The HIPAA Privacy Rule, which was implemented in 2003 and protects the privacy of individually identifiable health information and monitors the compliance issues and sets civil money penalties in cases of violations.
- The HIPAA Security Rule sets national standards for the security of electronic protected health information.
- The HIPAA Breach Notification Rule requires covered entities and business associates to provide notification following a breach of unsecured protected health information (HHS.gov, 2014).

The Didactic Program in Dietetics (DPD) program and the Dietetic Internship (DI) at San Jose State University (SJSU) are accredited programs by the Accreditation Council of Education in Nutrition and Dietetics (ACEND). The Academy of Nutrition and Dietetics (AND) has published written policies specifying Code of Ethics, and Standards of Practice for all dietetics professionals working in the United States, in addition to an Ethics Committee that serves as the disciplinary committee monitoring all reported violations (AND, 2014).

The presence of social media in student lives and the need to abide by the HIPAA regulations has been a cause of concern for most healthcare professionals and educators. The following social media policy reiterates the ethical code of conduct as specified by AND and the HIPAA Privacy Rule.

### **The Protected Health/Proprietary and Social Media Policy**

For the purpose of this policy, social media was identified to include any website or forum that allows for the open communication on the internet including, but not limited to social networking sites (LinkedIn, Facebook), micro-blogging sites (Twitter, Tumblr, Pinterest), blogs (WordPress, including personal), wikis (Wikipedia), social bookmarking (Delicious), and video and photo-sharing websites (YouTube, Flickr, Instagram, TikTok, SnapChat).

- The policy stipulates that in general, dietetic students working as volunteers, paid employees or dietetic interns should think carefully before posting online.
- Students should carefully consider the risks and rewards with respect to each posting and should remember that any conduct, online or otherwise, that negatively or adversely impacts the job performance or conduct, the job performance or conduct of other co-workers or adversely affects clients, customers, colleagues or associates of SJSU and/or the intern's supervised practice training site may result in disciplinary action, up to and including termination.
- Despite privacy policies, students cannot always be sure who will view, share or archive the information and they should use their best judgment and exercise personal responsibility when posting to social media websites.
- Students should not use social media during working hours or on equipment provided by the supervised practice site unless such use was work-related or authorized by a preceptor/employee.
- Where applicable law permits, SJSU and the supervised practice training site reserves the right to monitor the students or intern's use of any social media and take appropriate action with respect to inappropriate or unlawful postings.
- Employees should note that this provision is not meant to interfere or prohibit interns from engaging in concerted protected activity, which is lawful under Section 7 of the National Labor Relations Act (NLRA). In monitoring social media, SJSU and the supervised practice training site will not in any way interfere with any intern rights under Section 7 of the NLRA.

- The policy also asked students to be fair and respectful to co-workers, clients, customers, colleagues, preceptors and other individuals who may work on behalf of SJSU and the supervised practice training site.
- Any online behavior should be consistent with AND, SJSU and the supervised practice training site's policies and practices with respect to ethics, confidential information, discrimination and harassment.
- Because online tone can be interpreted in different ways by readers, students/interns should not engage in any online conduct that would not be acceptable or appropriate in the workplace.
- If a student decides to post complaint or criticism, then he/she should avoid using any statements, photographs, video or audio that may be viewed as malicious, obscene, threatening, harassing or abusive of co-workers, clients, customers, colleagues, preceptors or other individuals that work on behalf of or are associated with SJSU or the supervised practice training site.
- Students need to consider the value of linking websites, liking, friending, following and endorsing and the message that may be conveyed to their audience.
- It is strongly discouraged to "friending" of patients on social media websites. Students volunteering or working in healthcare settings should not initiate or accept friend requests except in unusual circumstances such as the situation where an in-person friendship pre-dates the treatment relationship.
- Write in the first person. Where your connection to the SJSU DPD or the healthcare setting is apparent, make it clear that you are speaking for yourself and not on behalf of the agencies. In those circumstances, you should include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of the SJSU DPD or my employer." Consider adding this language in an "About me" section of your blog or social media profile.

### **Insurance and Liability**

The university catalog (<http://www.sjsu.edu/gup/syllabusinfo/>) covers withdrawals and refund of tuition and fees policy, scheduling and program calendar (<https://catalog.sjsu.edu/>), including vacations and holidays, protection of privacy of student information (<http://www.sjsu.edu/studentconduct/students/studentprivacy/>), access to personal files, and access to student support services such as the health center, counseling, financial aid, the disability resource center, and the writing center (<http://www.sjsu.edu/gup/syllabusinfo/>). The state of California is self-insured and therefore students are not required to take a separate insurance for professional liability and also for travel purposes of field trips, and other assigned areas.

## Appendices

### Appendix A.

San Jose State University  
Department of Nutrition, Food Science & Pkg  
Didactic Program in Dietetics (DPD)

Dr. Giselle Pignotti, PhD, RD  
Associate Professor and DPD  
Director  
(408) 924-3108  
[Giselle.Pignotti@sjsu.edu](mailto:Giselle.Pignotti@sjsu.edu)

### ***Instructions for DPD Transcript Evaluation***

***Students who have received their Bachelor's or Master's degrees from other universities need to be accepted in the SJSU Master's program for DPD transcript evaluation.***

1. Collect copies of official transcripts of community colleges, colleges, and universities which you have attended showcasing classes identified in the Declaration of Intent (DOI) form.
2. You may use an unofficial SJSU transcript for the DOI.
3. Submit only one email to the DPD director with all applicable documents (transcripts, declaration of intent form, DPD coursework checklist). The subject of your email should be "DOI Request - Your name".
4. Allow approximately two weeks for the evaluation and preparation of Declaration of Intent / Verification Statement.

### **DPD Documents**

1. The **Declaration of Intent** is the first document issued upon transcript evaluation by the DPD Director. The **Verification Statement** is the last document issued upon graduation.
2. You may use Declaration of Intent for all internship applications. However, when you have completed all the courses listed on the Declaration of Intent, you should request that the final Verification Statement to be issued to you. No additional fee is required. During summer breaks, please allow 6 weeks.
3. When requesting the final Verification Statement, you need to provide your **official SJSU transcript**. Note that official transcripts are required for all courses completed outside of SJSU ie. Community Colleges etc.
4. Please verify that your official transcript states **Degree Conferred** with concentration in **Dietetics** before requesting the Verification Statement.



5. Verification Statement is the final form you will need for this evaluation. You will receive an electronic copy of this document to be used for each of the following:
  - a) To submit to the Internship training site
  - b) For the R.D. exam
  - c) To apply for AND membership
  - d) For some state license/certificate (Not required in California)
  - e) Others

### **Important Information**

- Please be advised that SJSU Department of Nutrition, Food Science and Packaging requires prospective students to have a cumulative SJSU GPA of 3.0 or better to be eligible for the DPD Program. In addition, students must have and C or better in Chem 1A and C or better in a NUFS course taken at SJSU.
- SJSU Department of Nutrition, Food Science and Packaging program requires a 7-year recency from the date of transcript evaluation on all science-based support courses and DPD courses. Students will be required to repeat courses completed more than 7 years prior.
- Students may do the support courses listed in the DPD course requirements advising sheet at Community Colleges if the classes articulate and are equivalent to courses offered at San Jose State University. These courses are all below 100 level and include NUFS 8 Nutrition for Health Professions. Please refer to [www.assist.org](http://www.assist.org) for more information on articulation.
- All major requirements listed in the DPD advising sheet including Chem 132 Biochemistry and Chem 132 (L) Biochemistry Lab must be taken at San Jose State University (SJSU)
- Students may not transfer more than two DPD major courses from other four-year colleges to be eligible for the DPD Verification Statement from SJSU.
- For students completing the DPD program as part of the master's degree, there is a \$25 fee for the declaration of intent/transcript evaluation payable to SJSU (check or money order)

**Appendix B.**

San Jose State University  
 Department of Nutrition, Food Science & Pkg  
 Didactic Program in Dietetics (DPD)

Dr. Giselle Pignotti, PhD, RD  
 Associate Professor and DPD  
 Director  
 (408) 924-3108  
[Giselle.Pignotti@sjsu.edu](mailto:Giselle.Pignotti@sjsu.edu)

### ***Additional Instructions for Foreign Transcript Evaluation***

1. First, get your transcripts evaluated by one of the CDR-approved Foreign Degree Equivalency Validation Agencies preferably:

***World Education Services, Inc. (WES)***

Phone 1(212) 966-6311

Email: [info@wes.org](mailto:info@wes.org)

See their website for updates: [www.wes.org](http://www.wes.org)

*Note: The NUF&S & PKG department requires WES course-by course document from international students planning to receive credit for DPD courses*

***International Education Research Foundation***

Phone: 1(310) 258-9451

Email: [info@ierf.org](mailto:info@ierf.org)

See their website for updates: [www.ierf.org](http://www.ierf.org)

Information on other validation agencies can be found at the URL below:

<http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>

This evaluation should include:

- a. U.S. degree equivalence – Is the foreign degree(s) equivalent to a B.S. degree in the U.S.? Please make sure the evaluation report states the degree equivalence “from a “regionally accredited” institution in the US.
- b. Semester units received for each course taken.
- c. Translation of grades (e.g. %, etc.) received to letter grades (A,B,C,D,F,P,etc.)

This process may take 1-2 months depending on the information you provide to the agency. Request the above agency to send the original evaluation to:

Giselle Pignotti, PhD, RD  
 Department of Nutrition, Food Science & Packaging  
 San Jose State University  
 One Washington Square  
 San Jose, CA 95192-0058

2. When you receive your copy of the evaluation from the Credential Evaluation Service, allow at least one week before emailing Dr. Pignotti ([giselle.pignotti@sjsu.edu](mailto:giselle.pignotti@sjsu.edu)), to see if the original evaluation has been received by the Department.

## Appendix C.

San Jose State University  
Department of Nutrition, Food Science & Pkg

Didactic Program in Dietetics (DPD)

Dr. Giselle Pignotti, PhD, RD  
Associate Professor and DPD  
Director  
(408) 924-3108  
[Giselle.Pignotti@sjsu.edu](mailto:Giselle.Pignotti@sjsu.edu)

### *Instructions for Dietetic Technician, Registered (DTR)*

#### **Registration Eligibility Requirements for Dietetic Technicians**

- **Undergraduate students** who complete the bachelor's degree in Nutritional Science with concentration in **Dietetics** are eligible to take the DTR exam once their degree is conferred.
- **Graduate students** who complete all courses listed in the Declaration of Intent are eligible to take the DTR exam.

For security reasons, all candidates must be processed through the CDR REPS for eligibility to take the examination by their DPD Program Director.

All candidates must complete the following steps to apply for the examination:

1. Complete the **Declaration of Intent** (DOI) request
2. After your degree is conferred, contact the DPD program director to inform that you would like to take the exam to become a DTR.
  - a. Undergraduate students must provide an **official final transcript from SJSU** stating that your degree was conferred.
  - b. Request the **Verification Statement**
3. Review DTRE Misuse Form <https://www.cdrnet.org/program-director/dtre-misuse>
4. Review the DTR Exam preparation <https://www.cdrnet.org/study>
5. After the DPD program director has submitted your information to CDR, you will receive an email requesting that you complete your personal demographic information and a survey. In order to avoid delays in the processing of your application, complete these requirements as soon as possible.
6. After your application has been approved by CDR, your information will be sent to Pearson VUE. Within 48 hours of approval, Pearson VUE will send you an Authorization to Test email allowing you to schedule your exam.

For further assistance with the eligibility examination process, please go to the CDR website: <https://www.cdrnet.org/NDTR>

## Appendix D.

**DEPARTMENT OF NUTRITION, FOOD SCIENCE & PACKAGING  
SAN JOSE STATE UNIVERSITY**

**Undergraduate Course Descriptions**

- NuFS 1A**      **Physical Science of Food** - Introductory course to the physical, chemical and sensory properties of food for students not majoring in the sciences. Basic structure, function and organization of foods, laws of thermodynamics, systems of classification, as well as the interactions of energy and matter. GE Area: B1 (Lecture, 3 hours). Three Units
- NuFS 8**      **Nutrition for the Health Professions** – Nutrients and their functions, recommended nutrient intakes and evaluation of dietary adequacy; relationship of nutrition to optimum health and dietary changes in disease. For nutritional science, nursing and other health profession majors. (Lecture, 3 hours). Three units
- NuFS 9**      **Introduction to Human Nutrition** – Principles and methodology of nutritional science; standards of nutrient intake; physiological functions and chemical classification of nutrients; nutrient needs throughout the lifespan; relationship between diet and disease; scientific, social, and psychological issues. Not open to nutrition majors. GE: E. (Lecture, 3 hours). Three Units
- NuFS 10**      **Basic Life Skills** - Introduction to basic nutrition and culinary concepts for selecting and preparing healthy, budget-friendly foods to establish healthy eating habits for independent living. Emphasis on self-care, wellness, and development of personal resource management skills to foster academic, professional, and personal growth. GE: E. (Lecture 2 hours/lab 3 hours). Three Units
- NuFS 16**      **Science, Physiology, and Nutrition** - Introduction to life sciences, from chemistry to cellular and physiologic functions, with nutrition as an underlying theme. Interactions with environment, including effect of culture, genetics, and nutrition on susceptibility to disease. Applications of biotechnology in the life sciences. GE Area: B2 (Lecture, 3 hours). Three units
- NuFS20/  
HSPM20**      **Sanitation & Environmental Issues in the Hospitality Industry** – Sanitation in food service, hotel and travel/tourism industries; study of pathogenic organisms and food handling procedures. Occupational health, safety, and environmental control in the hospitality industry. Prerequisites: Micro-biology course or instructor consent. (Lecture, 2 hours). Two units.
- NuFS 21  
HSPM 21**      **Culinary Principles and Practices** – Introduction to principles of food and beverage production and techniques. Emphasis on quality and culinary standards. (Lecture/Lab, 4 hours). Three units.
- NuFS 22/  
HSPM 22**      **Catering & Beverage Management** – Planning and executing catering and buffet function. Evaluation of alcoholic and non-alcoholic beverages regarding purchasing, storage, preparation, merchandising and regulations. Prerequisite NuFS 20 or instructor consent. (Lecture/Lab 4 hours). Two units.

- NuFS 25**      ***Internship in Foodservice Management*** – Approved professional broad-based work experience in foodservice management industry for total of 200 hours. Written report and oral presentation due at completion. Prerequisite: NuFS 20 and instructor consent. (Credit/No credit grading). 1-2 units; repeatable for a maximum of 2 units.
- NuFS 31**      ***Professionalism in Nutrition, Food Science & Packaging*** – Professional roles, skills, and opportunities in the fields of dietetics, foodservice, food science and packaging. (Lecture, one hour). One unit.
- NuFS 101A**    ***Food Science*** – Experimental study of food and introduction to scientific methods used in food evaluation; functions of ingredients in prepared foods. Prerequisite: Chem 30B or Chem 8; College basic food preparation course or instructor consent. (Lecture and Laboratory, 6 hours). Four units.
- NuFS 103**      ***Food Processing and Packaging I*** – Principles and methods of food preservation/processing and packaging operation. Raw materials handling, effect of processing on nutritional value of foods, packaging and food additives. Recommended: College basic food preparation course. Prerequisite: Chem30B or Chem 8, or instructor consent. (Lecture and Laboratory, 5 hours). Three units
- NuFS 103L**    ***Food Processing Laboratory*** – Laboratory activities associated with the principles and methods of food preservation/processing and packaging operations; raw materials handling, effect of processing on nutritional value of foods, packaging and food additives. Pre-requisites: CHEM 030B or Chem 008; instructor consent. One units
- NuFS 104A**    ***Current Aspects of Food*** – Regional, ethnic, and religious influences on food patterns. Demonstration with foods of several cultures. Prerequisite: Upper division standing. (Lecture and Activity, 4 hours). Three units.
- NuFS 105**      ***Current Issues in Nutrition*** – Controversial topics, including the relation of nutrition to cancer, coronary heart disease, hypertension, diabetes, eating disorders, osteoporosis, and athletic performance; recommended nutrient intakes; and other current issues. Prerequisite: NuFS 8, NuFS 163 or equivalent introductory course in human nutrition. (Lecture, 3 hours). Three units.
- NuFS 106A**    ***Human Nutrition in the Life Span*** – Integrates chemical, biological, and social sciences into a comprehensive concept of human nutrition. Emphasis on assessing nutrient status; planning and intervention throughout the life cycle. Prerequisites: NuFS 8 or passing grade on challenge exam; instructor consent. (Lecture, 3 hours). Three units.
- NuFS 106B**    ***Research Methodology in Nutrition and Food Science*** – Introduction to research methodology, interpretation and data analysis with a focus on developing strong information literacy skills, as well as critical thinking, reading, and writing skills in refining scholarly writing in the style of the discipline.. Prerequisite: Stat 95 and PH/NUFS 100W. Corequisite: NuFS 106A, PH/NUFS 100W (Lecture, 3 hours). Three unit.
- NuFS 108A**    ***Nutrition & Metabolism*** – Chemical and physiological studies and carbohydrate, protein, lipid, vitamin and mineral metabolism. Application to the normal nutrition of human

beings. Prerequisites: NuFS 106A, Chem 132 (with a grade of 'C' or better), PH/NUFS 100W, Biol 66. (Lecture, 3 hours). Three units.

- NuFS 108L**     ***Nutrition Laboratory*** – Chemical and biological analysis of nutrients and metabolites in body fluids for the assessment of nutrition, nutritional status of human subjects, Prerequisite: Chem 132L, Stat 95 or HS 67 Co-requisite: NuFS 108A,. (Lecture 1 hour, Lab 3 hours). Two units.
- NuFS 109**     ***Advanced Nutrition*** – Advanced studies of vitamins and minerals. Evaluation and interpretation of nutritional research methodology, and findings. Prerequisites: NuFS 106A, Chem 132 (with grades of 'C' or better in each), Biol 66, Stat 95 or HS 67, and PH/NUFS100W.
- NuFS 110A,B**   ***Medical Nutrition Therapy*** – Application of nutritional principles and dietary intake to meet the needs of various pathological conditions. Prerequisite to 110A: NuFS 108A (with grade of 'C' or better) and Co-requisite: NuFS 109. Prerequisites to NuFS 110B: NuFS 110A and NuFS 109. (Lecture and Activity, 4 hours). Three units each NuFS 110A and NuFS 110B.
- NuFS 111**     ***Foodservice Production: Management and Procurement*** – Principles and procedures for menu planning, production scheduling, volume food production, operation of foodservice equipment, sanitation control and formula costing. Prerequisite: NUFS 101A or HSPM 011; NUFS 008 or NUFS 009; or instructor consent. Misc/Lab: Lecture 2 hours/Lab 3 hours. Three units.
- NuFS 113**     ***Foodservice Systems Management*** – Selection and purchasing in foodservice operations: food and equipment and writing food/equipment specifications. Allocation and management of resources in foodservice systems: materials (food and supplies), facilities (equipment and space), human (management and employee labor), operational (time and money). Prerequisite: NUFS 111 or instructor consent. Misc/Lab: Lecture/lab 5 hours.. Three units.
- NuFS 114A**     ***Community Nutrition*** – Nutrition problems; public policy, advocacy and legislation; Government programs; needs assessments; management of community services. (Lecture, 3 hours). Three units.
- NuFS 114B**     ***Community Nutrition (non-majors)*** – Key nutrition concepts and terms; age appropriate nutritional interventions focusing on school-age children; nutrition and public policy, advocacy and legislation; government programs and provision of community nutrition services focusing on mother and children.. (Lecture, 3 hours). Three units.
- NuFS 115**     ***Issues in Food Toxicology*** – Introduction to the toxicology of foods, and food-borne chemicals and organisms. Scientific basis for determining biological and environmental safety of the food supply from food development, growth and production through harvesting, processing, storage and eventual consumption. Prerequisite: Completion of core GE, satisfaction of Writing Skills Test and upper division standing. For students who begin continuous enrollment at a CCC or a CSU in Fall 2005 or later, completion of or corequisite in a 100W course is required. Passage of *Writing Skills Test*, upper division standing, and completion of Core GE. (Lecture, 3 hours). Three units. GE: R
- NuFS 116/**     ***Aging and Nutrition*** – The aging process, physiological changes, dietary

- Gero 116** requirements, diseases, environmental factors, housing, economic status, handicaps, personal relations, and current programs for the aged. Prerequisite: One college nutrition course or consent of instructor. (Lecture, 3 hours). Three units
- NuFS 117** ***Food Evaluation and Techniques*** – Studies in food experimentation, sensory evaluation, and objective methods. Prerequisites: NuFS 8, NuFS 101A, Chem 30A or Chem 1A, Chem 30B or instructor consent. (Lecture and Lab, 5 hours). Two units.
- NuFS 118** ***Food Chemistry*** – Important classes of food constituents, their nature, occurrence, chemical and biochemical significance and the changes they undergo during food preservation and processing. Prerequisites: NuFS 101 and/or 103, Chem 30B or Chem 8; Chem 132 and Chem 132L or Chem 135; or Instructor consent. (Lecture and lab, 5 hours). Three units.
- NuFS 122** ***Chemical Analysis of Food*** – Techniques in chemical analysis of nutrients and other components of food. Planning, conducting and evaluating a scientific experiment and presenting the data in technical written form. NuFS 103, NuFS 118, PH/NUFS 100W, HS 67 or Stat 95, instructor consent. (Lecture and Lab, 7 hours). Three units.
- NuFS 123** ***Nutrition for Sport*** – Planning optimum diets for performance and health; metabolism and energy systems; roles of nutrients in physical performance; efficacy of ergogenic nutrition aids. Prerequisites: NuFS 8. (Lecture, 3 hours). Three units.
- NuFS 124** ***Disordered Eating and Nutrition Therapy*** – Metabolic, physiological, and psychological determinants and effects of disordered eating behaviors. Disorders in regulation of food intake, case studies, and different intervention approaches explored. Screening and treatment of disordered eating in athletes emphasized. Opportunities provided to develop counseling strategies. Prerequisites: NuFS 8. (Seminar). Three units.
- NuFS 125** ***Child Nutrition Program Administration*** – Study of the components of model child nutrition programs through application of current child health and nutrition principles, educational practices, marketing procedures, communication strategies, computer-based nutritional analysis, and operations management skills. Prerequisite: Upper division standing. Offered summer only. Two units.
- NUFS 134** ***Complementary and Alternative Health Practices*** – Philosophical, historical, clinical, and scholarly aspects of complementary and alternative medicine and associated health practices used in the US, with emphasis on scientific clinical investigation and evidence based efficacy. (Lecture, 3 hours). Three units.
- NuFS 139** ***Hunger and Environmental Nutrition*** – Physiology of hunger/malnutrition on human development and health; political, social, cultural and gender factors that contribute to world hunger; scientific/technological foundation and their effect on the environment. Prerequisites: Completion of core GE, satisfaction of Writing Skills Test and upper division standing. For students who begin continuous enrollment at a CCC or CSU in Fall 2005 or later, completion of, or corequisite in a 100W course is required (Lecture, 3 hours). Three units
- NuFS 144** ***Food and Culture: Consuming Passions*** – Cultural aspects of food as related to regional, ethnic and religious influences. Issue based examination of effects of food behavior in the on culture, society, health, and economics. Prerequisites: Completion of core GE, upper division standing (60 units). For students who begin continuous

enrollment at a CCC or a CSU in Fall 2005 or later, completion of, or corequisite in a 100W course is required and passage of *Writing Skills Test*. Three units.

- NuFS 150**     ***Food & Nutritional Toxicology*** – Major classes of food toxicants, their importance, properties, detection, metabolism, control and regulation; and basic issues in food/diet safety and toxicology. Prerequisites: NuFS 103, Chem 30B or Chem 8, and introductory courses in nutrition and biology. (Lecture, 2 hours). Two units.
- NuFS 163**     ***Physical Fitness and Nutrition*** – Integrating and applying principles of sound nutrition and physical activities to optimize physiological, and social lifelong development; and using scientific principles and technological advances to assess and evaluate physical fitness, dietary patterns, energy expenditure, and their interrelationships. Prerequisites: Upper division standing, passing score on *Writing Skills Test*, and completion of Core GE requirements. Not allowed for NuFS Majors or Minors (Lecture, 3 hours). Three units.
- NuFS 180**     ***Individual Studies*** – Individual work for majors or minors on special topics by arrangement. Prerequisites: NuFS 8; instructor and Department Chair consent during the semester ***prior*** to enrollment. (Credit/No Credit grading). 1-6 units.
- NuFS 190**     ***Nutrition Education and Counseling*** – Education principles; counseling; and communication techniques for nutritionists and dietitians working with individuals, small, and large groups. Prerequisites: NuFS 106A or admission to teacher education program and one basic nutrition course ***or*** permission of instructor. (Lecture: 3 hours). Three units.
- NuFS 192**     ***Field Experience*** – Practical application of academic principles in nutrition, food science, packaging, dietetics food management, nutrition education, and/or sports nutrition. Prerequisites: Senior standing in NuFS; instructor consent by end of the ***prior*** semester. Repeatable for credit. Credit/No credit grading. (Supervision 3 to 18 hours). One to six units.
- NuFS 194**     ***Entrepreneurial Nutrition*** – Introduction to entrepreneurial nutrition, including professional roles, skills and opportunities. Prerequisites: English 1A or instructor consent. (One hour). One unit.

- Pkg 107**     ***Principles of Packaging*** – Basic knowledge of Packaging functions, materials, and industry. A variety of packaging topics including distribution systems, package development, package design, legislation, regulations, societal and environmental issues, ergonomics and packaging careers. Prerequisites: ENGL 1A or equivalent. Three units
- Pkg 120**     ***Artios CAD For Packaging*** - Prepares students for ArtiosCAD (a packaging design tool common to the folding carton and corrugated industries). Introduces basic commands of ArtiosCAD to draw and design the representations for different products. Students use the structure database, change from 2D to 3D models, and make simple animations. (Misc/lab: 2 hours lecture/ 2 hours activity). Three units.
- Pkg 121**     ***Solidworks For Packaging*** - Prepare students for SolidWorks (a computer drawing tool) so they can generate 3-D drawings suitable for specifications and transference to computer-driven cutting tables and 3-D printers to make prototype packages. (Misc/Lab: 2 hours lecture/ 2 hours lab) Three units.



- Pkg 141A**      **Packaging Materials I** – In-depth study of plastic and glass materials in packaging; chemical and physical properties, development, evaluation and design. Experiments in applications, design limitations and cost. Prerequisites: Pkg 107, Pkg 141A. (Lecture: Two hours, Activity: Two hours). Three units.
- Pkg 141B**      **Packaging Materials II** – In-depth study of plastic and glass materials in Packaging; chemical and physical properties, design, manufacturing, compatibility, and evaluation. Experiments in applications, design limitations and cost. Prerequisites: Pkg 141A or instructor consent. (Lecture: Two hours, Activity: Two hours). Three units.
- Pkg 146**      **Packaging for Medical Devices and Pharmaceuticals** – Chemical and physical properties of medical device and pharmaceuticals packages, fabrications techniques, package testing and evaluation methods, regulatory requirements, ergonomics and child resistant packages, tamper evidence, shelf life & aging, coding. Prerequisites: Pkg 107, Pkg 141A, Pkg 141B or instructor consent. (Lecture: Two hours, Activity: Two hours). Three units.
- Pkg 156**      **Packaging Machinery Systems** – Evaluation of packaging machinery as a subset of a packaging production system. Component selection, design, and implementation of package filling lines in a production facility. Package design requirements for filling lines. Prerequisites: Pkg 107, Pkg 141A, Pkg 141B, Math 70, Math 71, Stat 95. (Lecture: Two hours, Activity: Three hours). Three Units.
- Pkg 158**      **Protective Packaging Design and Testing** – In-depth study of protective packaging dynamics; theory and practice of shock, vibration, compression, humidity, temperature extremes. Measurement & analysis of the dist environment, product fragility, package design principles, package testing and evaluation. Prerequisites: Pkg 107, Pkg 141A, Pkg 141B, Math 70, Math 71, Stat 95. (Lecture: Two hours, Activity: Three hours). Three units.
- Pkg 159**      **Packaging Material Handling and Distribution** – Transportation handling, and storage of packaged goods. Transportation modes, environment hazards, measurement, techniques. Military and Hazmat packaging regulations and testing classification of goods, legal requirements, export packaging. Prerequisites: Pkg 158 or instructor consent. (Lecture: Three hours). Three units.
- Pkg 169**      **Food Packaging and Preservation** – This course investigates the interaction of food processing and packaging technology. Content includes food chemistry, microbiology in foods, food processing, and finally how packaging augments these areas in food protection and preservation. Prerequisite: PKG 107 or instructor consent.
- Pkg 170**      **Packaging Developments and Management** – Capstone course emphasizing development and evaluation of packaging systems. Specifications and design, marketing criteria, package production, distribution performance, legal and environmental evaluations. Prerequisites: Pkg 107, Pkg 141A, Pkg 141B, Pkg 156, Pkg 158. (Lecture: Two hours, Activity: Two hours). Three units.
- Pkg 180**      **Packaging Individual Studies** – Individual work for majors or minors on special topics by arrangements. Prerequisites: Pkg 107; instructor and department chair consent during semester prior to enrollment. One to six units.

## Appendix E.

**Prerequisites for Undergraduate Courses**

Course #	Units	Course Title	Prerequisites
NuFS 01A*	3	<i>Physical Science of Food</i> <i>GE = Area B1</i>	None. Closed to Majors
NuFS 008	3	<i>Nutrition for the Health Professions</i>	Chem 1A or Chem 30A (w/ a grade of 'C' or better) or instructor consent. For Nutritional Science, Nursing and other Health Professions majors.
NuFS 009*	3	<i>Introduction to Human Nutrition</i>	None. Closed to majors
NUFS 10	3	<i>Basic Life Skills</i> <i>GE – Area E</i> <i>Lecture 2 hours/Lab 3 hours</i>	None
NuFS 16*	3	<i>Science, Physiology, and Nutrition</i>	None. Closed to majors
NuFS 20	2	<i>Sanitation &amp; Environmental Issues in the Hospitality Industry</i>	None
NuFS 21	3	<i>Culinary Principles and Practice</i> <i>Lecture 2 hours/Lab 3 hours</i>	None
NuFS 22	2	<i>Catering and Beverage Management</i> <i>Lecture/Lab 4 hours</i>	NuFS 20 or instructor consent
NuFS 25	1-2	<i>Internship in Foodservice Management</i>	NuFS 20 and instructor consent
NuFS 31	1	<i>Professionalism in Nutrition, Food Science &amp; Packaging</i>	
NuFS 101A	4	<i>Food Science</i> <i>Lecture/Lab 6 hours</i>	Chem 30B or NuFS 8 or instructor consent
NuFS 103	2	<i>Food Processing and Packaging I</i> <i>Lecture/Lab 5 hours</i>	Chem 30B or Chem 8 or instructor consent
NuFS 103L	1	<i>Food Processing Laboratory</i>	Chem 30B or Chem 8 or instructor consent
NuFS 104A	3	<i>Cultural Aspects of Food</i> <i>Lecture/Activity 4 hours</i>	Upper division standing
NuFS 105	3	<i>Current Issues in Nutrition</i>	NuFS 8, 9, or 163 or equivalent introductory course in human nutrition

NuFS 106A	3	<i>Human Nutrition in Life Span</i>	NuFS 8 (w/ a grade of 'C' or better) or PASS challenge exam for NuFS 8; or instructor consent. Corequisite: PH/NUFS 100W & NuFS 31
NuFS 106B	3	<i>Research Methodology in NuFS</i>	Stat 95; Corequisite: NuFS 106A & PH/NUFS 100W
NuFS 108A	3	<i>Nutrition and Metabolism</i>	NuFS 106A, Chem 132, Biol 66 (each w/ a grade of 'C' or better); PH/NUFS 100W
NuFS 108L	1	<i>Nutrition Laboratory Lab 3 Hours</i>	Chem 132L, Stat 95, BUS 90 or HS 67; Corequisite: NuFS 108A
NuFS 109	3	<i>Advanced Nutrition</i>	NuFS 106A, Chem 132 (w/ a grade of 'C' or better in each), Bus 90, Stat 95 or HS 67; PH/NUFS 100W; Biol 66
NuFS 110A	3	<i>Medical Nutrition Therapy Lecture/Activity 4 hours</i>	NuFS 108A (w/ a grade of 'C' or better); Corequisite: NuFS 109
NuFS 110B	3	<i>Medical Nutrition Therapy Lecture/Activity 4 hours</i>	NuFS 110A & NuFS 109 (w/ a grade of "C" or better in each)
NuFS 111	3	<i>Foodservice Production Mgmt</i>	NuFS 8 or 9, or NuFS 101A or instructor consent.
NuFS 113	3	<i>Foodservice Systems: Mgmt &amp; Proc Lecture/Lab 5 hours</i>	NuFS 111 or instructor consent.
NuFS 114A	3	<i>Community Nutrition for Majors</i>	NuFS 106A & senior standing & instructor consent
NuFS 114B	3	<i>Community Nutrition (Non-Majors)</i>	None (Closed to majors)
NuFS 115**	3	<i>Issues in Food Toxicology GE = Area R</i>	Completion of Core GE; pass WST & upper division standing; Corequisite: 100W
NuFS 116	3	<i>Aging and Nutrition</i>	One college nutrition course or instructor consent.
NuFS 117	3	<i>Food Evaluation Techniques Lecture/Lab 5 hours</i>	NuFS 8, 101A; Chem 30A, B or 1A, or instructor consent.
NuFS 118	3	Food Chemistry	NuFS 101A and/or NuFS 103; Chem 30B or Chem 8 or Instructor Consent

NuFS 122	3	<i>Chemical Analysis of Food Lecture/Lab 7 hours</i>	NuFS 103, NuFS 118, PH/NUFS 100W, HS 67 or Bus 90 or Stat 95; or instructor consent
NuFS 123	3	<i>Nutrition for Sport</i>	NuFS 8
NuFS 124	3	<i>Disordered Eating and Nutrition Therapy</i>	NuFS 8
NuFS 125	3	<i>Child Nutrition Program Adm</i>	Upper division standing Notes: Offered Summer only
HPrf/NuFS 134	3	<i>Complementary and Alternative Health Practices</i>	Completion of core GE or instructor consent
NuFS 139**	3	<i>Hunger &amp; Environmental Nutrition GE = Area R</i>	Core GE, pass WST, upper division standing; Corequisite: 100W
NuFS 144**	3	<i>Food and Culture: Consuming Passions GE = Area V</i>	Core GE, pass WST, upper division standing; Corequisite: 100W
NuFS 150	2	<i>Food and Nutritional Toxicology</i>	NuFS 103, Chem 30B or 8, Intro Nutrition & Intro Biology courses and instructor consent
NuFS 163**	3	<i>Physical Fitness and Nutrition GE = Area R</i>	Core GE, pass WST, upper division standing. <b>Not open to majors or minors.</b> Corequisite: 100W
NuFS 180	1-6	<i>Individual Studies</i>	NuFS 8, instructor consent and <u>Department Chair consent during semester prior to enrollment.</u>
NuFS 190	3	<i>Nutrition Education and Counseling</i>	NuFS 106A and senior standing
NuFS 192	1-6	<i>Field Experience in Nutrition, Food Science and Packaging Supervision 3 to 18 hours</i>	Senior standing in NuFS/Pkg, and <u>instructor consent by end of prior semester.</u>
NuFS 194	1	<i>Entrepreneurial Nutrition</i>	Engl 1A or instructor consent
PKG 107	3	<i>Principles of Packaging</i>	Eng 1A or equivalent
PKG 120	3	<i>Artios CAD for Pakaging</i>	None
PKG 121	3	<i>Solidworks for Packaging</i>	None
PKG 141A	3	<i>Packaging Materials I: Paper, Metal and Wood Based</i>	PKG 107 or instructor consent

		<i>Lecture 2 hours/Lab 2 hours</i>	
PKG 141B	3	<i>Packaging Materials II: Plastics, Composites and Glass Lecture 2 hours/Lab 2 hours</i>	PKG 107, PKG 141A, NuFS 31 or instructor consent
PKG 146	3	<i>Packaging for Medical Device &amp; Pharmaceuticals Lecture 2 hours/Activity 2 hours</i>	PKG 107, PKG 141A, PKG 141B or instructor consent
PKG 156	3	<i>Packaging Machinery Systems Lecture 2 hours/Lab 2 hours</i>	PKG 107, PKG 141A, PKG 141B, Math 70 & 71, Stat 95
PKG 158	3	<i>Protective Package Design and Testing Lecture 2 hours/Lab 2 hours</i>	PKG 107, PKG 141A & B, Math 70, Math 71, Stat 95
PKG 159	3	<i>Packaging Materials Handling &amp; Distribution</i>	PKG 158 or instructor consent
PKG 169	3	<i>Food Packaging and Preservation</i>	PKG 107 or instructor consent
PKG 170	3	<i>Packaging Development and Management Lecture 2 hours/Lab 2 hours</i>	PKG 107, PKG 141A, PKG 141B, PKG 156, PKG 158 or instructor consent
PKG 180	1-6	<i>Individual Studies</i>	PKG 107, Instructor consent and <u>Department Chair consent during semester prior to enrollment.</u>

\* *Fulfills a Core General Education Requirement. Please see Schedule of Classes and/or University Catalog for information on General Education.*

\*\* *Fulfills a SJSU Studies (Advanced General Education) Requirement. Please see Schedule of Classes and/or University Catalog for information about SJSU Studies courses.*

**Appendix F.**

***Protected Health/Proprietary and Social Media Policy***  
**Didactic Program in Dietetics (DPD)**  
**Department of Nutrition, Food Science and Packaging, San Jose State University**

**Summary:**

Patient privacy and confidentiality are professional responsibility of all healthcare providers. Respect for privacy and confidentiality of patients gives them the dignity as individuals and is important for their moral worth. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was passed to protect a person's privacy and confidentiality in regards to their health information. The Department of Health and Human Services (HHS) and its Office for Civil Rights enforces:

- The HIPAA Privacy Rule, which was implemented in 2003 and protects the privacy of individually identifiable health information and monitors the compliance issues and sets civil money penalties in cases of violations.
- The HIPAA Security Rule sets national standards for the security of electronic protected health information.
- The HIPAA Breach Notification Rule requires covered entities and business associates to provide notification following a breach of unsecured protected health information (HHS.gov, 2014).

The Didactic Program in Dietetics (DPD) program and the Dietetic Internship (DI) at San Jose State University (SJSU) are accredited programs by the Accreditation Council of Education in Nutrition and Dietetics (ACEND). The Academy of Nutrition and Dietetics (AND) has published written policies specifying Code of Ethics, and Standards of Practice for all dietetics professionals working in the United States, in addition to an Ethics Committee that serves as the disciplinary committee monitoring all reported violations (AND, 2014).

The presence of social media in student lives and the need to abide by the HIPAA regulations has been a cause of concern for most healthcare professionals and educators. The following social media policy reiterates the ethical code of conduct as specified by AND and the HIPAA Privacy Rule.

**The Protected Health/Proprietary and Social Media Policy**

For the purpose of this policy, social media was identified to include any website or forum that allows for the open communication on the internet including, but not limited to social networking sites (LinkedIn, Facebook), micro-blogging sites (Twitter, Tumblr, Pinterest), blogs (WordPress, including personal), wikis (Wikipedia), social bookmarking (Delicious), and video and photo-sharing websites (YouTube, Flickr, Instagram, TikTok, SnapChat).

- The policy stipulates that in general, dietetic students working as volunteers, paid employees or dietetic interns should think carefully before posting online.
- Students should carefully consider the risks and rewards with respect to each posting and should remember that any conduct, online or otherwise, that negatively or adversely impacts the job performance or conduct, the job performance or conduct of other co-workers or adversely affects clients, customers, colleagues or associates of SJSU and/or the

intern's supervised practice training site may result in disciplinary action, up to and including termination.

- Despite privacy policies, students cannot always be sure who will view, share or archive the information and they should use their best judgment and exercise personal responsibility when posting to social media websites.
- Students should not use social media during working hours or on equipment provided by the supervised practice site unless such use was work-related or authorized by a preceptor/employee.
- Where applicable law permits, SJSU and the supervised practice training site reserves the right to monitor the students or intern's use of any social media and take appropriate action with respect to inappropriate or unlawful postings.
- Employees should note that this provision is not meant to interfere or prohibit interns from engaging in concerted protected activity, which is lawful under Section 7 of the National Labor Relations Act (NLRA). In monitoring social media, SJSU and the supervised practice training site will not in any way interfere with any intern rights under Section 7 of the NLRA.
- The policy also asked students to be fair and respectful to co-workers, clients, customers, colleagues, preceptors and other individuals who may work on behalf of SJSU and the supervised practice training site.
- Any online behavior should be consistent with AND, SJSU and the supervised practice training site's policies and practices with respect to ethics, confidential information, discrimination and harassment.
- Because online tone can be interpreted in different ways by readers, students/interns should not engage in any online conduct that would not be acceptable or appropriate in the workplace.
- If a student decides to post complaint or criticism, then he/she should avoid using any statements, photographs, video or audio that may be viewed as malicious, obscene, threatening, harassing or abusive of co-workers, clients, customers, colleagues, preceptors or other individuals that work on behalf of or are associated with SJSU or the supervised practice training site.
- Students need to consider the value of linking websites, liking, friending, following and endorsing and the message that may be conveyed to their audience.
- It is strongly discouraged to "friending" of patients on social media websites. Students volunteering or working in healthcare settings should not initiate or accept friend requests except in unusual circumstances such as the situation where an in-person friendship pre-dates the treatment relationship.
- Write in the first person. Where your connection to the SJSU DPD or the healthcare setting is apparent, make it clear that you are speaking for yourself and not on behalf of the agencies. In those circumstances, you should include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of the SJSU DPD or my employer." Consider adding this language in an "About me" section of your blog or social media profile.

#### References:

- Academy of Nutrition and Dietetics (AND). *Code of ethics*. From <https://www.eatright.org/code-of-ethics-for-rdns-and-ndtrs>
- National Labor Relations Board (NLRB). *National labor relations act*. From <https://www.nlr.gov/guidance/key-reference-materials/national-labor-relations-act>
- U.S. Department of Health and Human Services. *Health information privacy*. From <https://www.hhs.gov/hipaa/index.html>

Student's Name: \_\_\_\_\_

**CONFIDENTIALITY ACKNOWLEDGEMENT  
RE: PROTECTED HEALTH/PROPRIETARY INFORMATION**

In connection with the DPD Program, I agree to adhere to the following:

In connection with my clinical training /practicum [hereinafter referred to as "clinical experience"], I recognize that I may have access to oral information and review of records and charts of patients, whether by paper copy or computer/electronic files, which may contain protected health information, the unauthorized disclosure of which is prohibited by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as well as other proprietary/confidential information of the clinical experience facility(s).

I further agree to abide by all policies of the DPD program and the facility(s) to which I am assigned. I understand that the confidential/proprietary information to which I am privy shall remain confidential after completion of the course(s). I understand that any disclosure by me of such confidential/proprietary information, at any time, whether orally, hard copy/paper or electronically, including removal of same, could subject me to substantial civil as well as criminal penalties imposed by law. It is hereby acknowledged that my responsibility to maintain the confidentiality of such confidential/proprietary information shall apply to any facility in which I am placed for clinical training/instruction/observation during my tenure as a student at San Jose State University regardless of whether or not said facility is specifically listed above.

I further agree that should confidential/proprietary information be disclosed by me in any manner or form or copies made or distributed (paper or electronic) by me in violation of this agreement, Family Education Rights and Privacy Act (FERPA), or any rules or policies of SJSU or the facility to which I am/have been assigned, HIPAA, or any other applicable laws or regulations, I will immediately notify the faculty person assigned to me/my clinical experience or the Department Chair.

By signature below, I hereby acknowledge that I am 18 years of age or older and that I agree to the terms and obligations as set forth above.

**I have read and understand the Protected Health/Proprietary and Social Media Policy as written.**

\_\_\_\_\_  
Print Student's Name.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date Signed



## Appendix G.

### ADVISING FORM FOR B.S. NUTRITIONAL SCIENCE DIETETICS CONCENTRATION Academy of Nutrition and Dietetics (AND)/Didactic Program in Dietetics (DPD)<sup>1</sup>

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Advisor: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

#### CORE SUPPORT COURSE (24 UNITS)

Subject Area/Catalog #	Units	Course Title	GE Areas <sup>2</sup>	Semester Offered	Sem/Yr or Grade
Biol 66	5	Physiology	B2 + B3	S	_____
Chem 1A	5	General Chemistry	B1 + B3	F,S	_____
Chem 30B	3	Organic Chemistry		S	_____
Chem 132	4	Biochemistry		F	_____
Chem 132L	1	Biochemistry Lab		S	_____
NuFS 100W	3	Writing Workshop	WID	F,S	_____
Stat 95 or HS 67	3	Statistics	B4	F,S	_____

#### CORE MAJOR COURSES (34 UNITS)

NuFS 8	3	Nutrition Health Prof		F,S	_____
NuFS 20	2	Sanitation & Envir Issues		F,S	_____
NuFS 31	1	Professionalism NuFS		F,S	_____
NuFS 101A	4	Food Science		F,S	_____
NuFS 103	2	Food Process & Pkg I		F,S	_____
NuFS 106A	3	Human Nutr Life Span		F,S	_____
NuFS 106B	3	Research Method Nutr		F,S	_____
NuFS 111	3	Foodservice Prod'n Mgmt		F,S	_____
NuFS 134	3	Comp Alt Health	S	F,S	_____
NuFS 151	2	Food Microbiology		F, S	_____
NuFS 192	2	Field Experience		F,S	_____
Pkg 107	3	Principles of Pkg		F,S	_____

#### COMPLETE ONE COURSE FROM:

NuFS 139	3	Hunger & Environ Nutrition	R	F,S	_____
NuFS 144	3	Food and Culture	V	F,S	_____

#### CONCENTRATION COURSES (27 UNITS)

NuFS 108A	3	Nutrition & Metabolism		S	_____
NuFS 109	3	Advanced Nutrition		F	_____
NuFS 110A	3	Medical Nutrition Therapy		F	_____
NuFS 110B	3	Medical Nutrition Therapy		S	_____
NuFS 113	3	Foodservice Sys: Mgmt & Proc		F,S	_____
NuFS 114A	3	Community Nutrition		F,S	_____
NuFS 190	3	Nutrition Education & Counseling		F,S	_____

#### Complete **Six Units** from (or by Advisement):

NuFS 21	3	Culinary Principles & Practice		F,S	_____
NuFS 22	3	Catering and Beverage Mgmt		F	_____
NuFS 103L	1	Food Proc & Pkg lab		F,S	_____
NuFS 104A	3	Cultural Aspects of Food		S	_____
NuFS 105	3	Current Issues in Nutr		F,S	_____
NuFS 116	3	Aging and Nutr		F,S	_____
NuFS 123	3	Nutr for Sport		F	_____
NuFS 124	3	Disordered Eating & Nutr Therapy		S	_____
NuFS 180	1-2	Independent Study		F,S	_____
NuFS 194	1	Entrep Nutr		Alt F	_____
Span 001A or 4A	4	Basic Spanish		F,S	_____

Or by Advisement \_\_\_\_\_

<sup>1</sup>Accreditation by the Council for Education in Nutrition and Dietetics (ACEND). Registered Dietitian (RD) status requires completion of Dietetic Internship (DI) beyond degree (see DI brochure for Internal DI; external DI information on AND website).

<sup>2</sup>Courses fulfill requirements for General Education (GE) Areas as specified.

**SUGGESTED 4-YEAR PLAN FOR B.S. NUTRITIONAL SCIENCE  
DIETETICS CONCENTRATION; DIDACTIC PROGRAM IN DIETETICS (DPD)  
ACADEMY OF NUTRITION AND DIETETICS (AND)<sup>1</sup>**

The following road map is an advising tool that outlines a path of courses a student can take to complete requirements for graduation. This roadmap should be used in consultation with the catalog and your department to identify additional requirements for completing the major (for example course grade minimums).  
Students must have 60+ units in order to take SJSU Studies courses.

**Fall Semester – Year 1**

<u>Course or Requirement</u>	<u>Units</u>
Chem 1A General Chem (B1+ B3)	5
Eng 1A First Year Writing (A2)	3
Oral Comm (A1)	3
NuFS 10 Basic Life Skills (Area E)	3
NuFS 31 Profession in NuFS/Pkg	1
Physical Education	<u>1</u>
	16

**Spring Semester – Year 1**

<u>Course or Requirement</u>	<u>Units</u>
NuFS 8 Nutr. For Hlth Profession	3
Chem 30B Intro Chem	3
Stat 95 or HS 67 Statistic (B4)	3
Critical Thinking & Writing (A3)	3
Physical Education	1
Nufs 20 Sanitation & Environmental Issues	<u>2</u>
	15

**Fall Semester – Year 2**

<u>Course or Requirement</u>	<u>Units</u>
General Education (Area C1)	3
General Education (F)	3
General Education (C1 or C2)	3
General Education Area (D2, US1-3)	3
General Education (C2)	<u>3</u>
*** (Register to take WST)***	15

**Spring Semester – Year 2**

<u>Course or Requirement</u>	<u>Units</u>
Concentration Course	6
Biol 66 <sup>3</sup> Physiology (B2+B3)	5
General Education (Area D3, US1-3)	<u>3</u>
	14

**Fall Semester – Year 3**

<u>Course or Requirement</u>	<u>Units</u>
NuFS 101A Food Science	4
NuFS 106A <sup>5</sup> Human Nutr Life Span	3
Chem 132 Biochem	4
NUFS 100W Writing Workshop (WID)	3
NuFS 103 Food Processing	<u>2</u>
	16

**Spring Semester – Year 3**

<u>Course or Requirement</u>	<u>Units</u>
NuFS 106B Research Methodology	3
NuFS 108A Nutr Metabolism	3
NuFS 111 Foodserv Prod Mgmt	3
Chem 132L Biochem Lab	1
General Education: SJSU Studies (R or V)	3
Pkg 107 Principles of Pkg	<u>3</u>
	16

**Fall Semester – Year 4**

<u>Course or Requirement</u>	<u>Units</u>
NuFS 134 Comp Alt Health (S)	3
NuFS 109 Advanced Nutr	3
NuFS 110A Medical Nutr Therapy	3
NuFS 113 Fdserv Sys: Mgmt & Proc	3
NuFS 151 Food Microbiology	<u>2</u>
	14

**Spring Semester – Year 4**

<u>Course or Requirement</u>	<u>Units</u>
NuFS 190 Nutrition Ed & Counseling	3
NuFS 114A Community Nutr	3
NuFS 110B Medical Nutr Therapy	3
NuFS 144 <sup>4</sup> Food Culture (V) or	
NuFS 139 Hunger&Environmental Nutrition(R)	3
NuFS 192 Field Experience	<u>2</u>
	14

Notes:

<sup>1</sup> Accreditation by the Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

<sup>2</sup> Stat 95 meets General Education Mathematical Concepts requirement B-4.

<sup>3</sup> Biol 65 is a recommended prerequisite for Biol 66, but is not required in the major.

<sup>4</sup> NuFS 106A requires co requisite or pre-requisite NuFS 100W, NuFS 31.

<sup>5</sup> NuFS 134 meets Advanced GE Area S; NuFS 139 meets Advanced GE Area R and NuFS 144 meets Advanced GE Area V.