



# Undergraduate Dietetics Program Student Handbook 2018-2020

0 = 0 =

## Table of Contents:

Topic	Page
General Information about Dietetics	
- What is Dietetics	2
- What is a Registered Dietitian Nutritionist (RDN)	2
- How do I become an RDN	2
- Employment Opportunities for RDNs	3
Madonna University Dietetics Program	
- Mission and Goals of the Program	4
- Admission Policy	4
- Post-Degree Students	6
- International Students	6
- Academic Advising	7
- MU Dietetics Program Accreditation Status	7
- Curriculum	8
- Other Program Policies	9
Dietetic Internships/Supervised Practice Programs	
- Internship Application Process	11
- Becoming Competitive for an Internship	13
- NDTR or Graduate School Options	14
- Registration Examination	15
Professional Organizations	
- The Academy of Nutrition and Dietetics	16
- The Michigan Academy of Nutrition and Dietetics	17
- The South Eastern Michigan Dietetic Association	17
- The Madonna University Nutrition Network	18
Scholarships/Practicums	19
Sample Plan of Study ó Appendix A	20
Madonna University Academic Support Resources ó Appendix B	21
Application for Admissions to MU Dietetics Didactic Program	23
Additional Website Resources	25

## General Information about Dietetics:

### What is Dietetics:

Dietetics is a health related career that involves translating the sciences of **Nutrition** and **Food** to promote good health. Dietetics is a vital and growing field with many career possibilities.

### What is a Registered Dietitian Nutritionist (RDN):

A Registered Dietitian Nutritionist (RDN) is THE food and nutrition expert. An RDN has specialized knowledge of the science of nutrition who has met the minimum academic and professional requirements to qualify for the credential "RDN."

### Dietitian vs Nutritionist – What is the Difference?

C"öpwwtkvkqpkuvö" oc{"qt" oc{"pqv"dg"cp"TFP0"Vjg"vgt o"öpwwtkvkqpkuvö"jcu"pq"ng icn"definition; therefore anyone can call themselves a nutritionist. On the other hand all registered dietitian nutritionists are nutritionist. Starting in 2014, the Academy of Nuttkvkqpcpf" Fkgvgykeu"cfqrvgf"vjg"wug"qh"ötg ikuvgtgf" fkgvkvkcp"pwwtkvkqpkuvö (RDN) kpuvge f"qh"ötg ikuvgtgf" fkgvkvkcpö"(RD) to clarify this concept. Registered dietitian nutritionist (RDN) can only be used by dietetics practitioners who are currently authorized to use the credential by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics. These are legally protected titles. Individuals with these credentials have completed specific academic and supervised practice requirements, successfully completed a registration examination and maintained requirements for recertification.

### What is a Licensed Dietitian?

Most states require that dietitians be licensed by a State Examining Board. In many states the requirements for licensure are the same as for Dietetic Registration. After passing the Registration Examination one would apply to the State Examining Board for licensure and pay the prescribed fee. At this time the state of Michigan does not have licensure.

### How to Become a Registered Dietitian Nutritionist (RDN):

Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RDN credential:

1. **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. *Note: Madonna University is an Accredited Didactic Program and meets this requirement.*
2. **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
3. **Passed a national examination** administered by the Commission on Dietetic Registration \*EFT+0"Hqt" o qtg"lphqt o cvkqp"tg ic t fkp i"vjg"gzc o kpcvkqp."tghgt"vq"EFTø"y gdukyg"cv"  
[www.cdrnet.org](http://www.cdrnet.org).
4. **Completed continuing professional educational requirements** to maintain registration.

## **Employment Opportunities for RDNs:**

RDs or RDNs work in a wide variety of settings, including health care, business and industry, community/public health, education, research, government agencies and private practice. Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD or RDN.

### Employment Settings:

1. **Hospitals, clinics or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, or schools, daycare centers or correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
2. **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
3. **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
4. Private practice, working under contract with healthcare or food companies, or in their own business. RDs or RDNs work with foodservice or restaurant managers, food vendors and distributors, athletes, nursing home residents or company employees.
5. **Community and public health settings**, teaching, monitoring and advising the public and helping improve quality of life through healthy eating habits.
6. **Universities and medical centers**, educating students, researchers, dentists and others about the sophisticated science of food and nutrition.
7. **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Employment of dietitians is expected to increase 16% during the 2016 to 2024 projection decade due to increased emphasis on disease prevention by improving health habits (Occupational Outlook Handbook). Median annual wages of full time dietitians in the U.S. were \$ 65,000 in 2016 with the highest 10% earning more than \$104,000 (Academy of Nutrition and Dietetics, Compensation and Benefits Survey 2011). Wages were higher than average for RDNs who had been employed more than 5 years, who held advanced degrees or who worked in consultation and business, education and research, food management, pharmaceutical sales and outpatient clinics compared to inpatient care and government nutrition programs. Salaries vary with geographic location, years of practice and education level.



# Madonna University Didactic Program in Dietetics:

## Mission of the MU Dietetics Program

The Mission of the Dietetics Program is consistent with the Mission of Madonna University to instill in its students Christian humanistic values, intellectual inquiry, and a commitment to serving others through a liberal arts education integrated with career preparation and based on the truths and principles recognized within a Catholic tradition.

The primary Mission of the Dietetics Program at Madonna University is to provide high quality curriculum that prepares graduates to perform successfully in a supervised practice setting and prepare effectively for the credentialing examination to become a registered dietitian nutritionist. Graduates will be prepared to utilize their knowledge and skills in an articulate and assertive manner, in order to fulfill their pre-professional roles as interns and their professional roles in a variety of employment settings, while positively impacting the health and well-being of the clients and communities they serve.

## Goals of the MU Dietetics Program

The goals of the Madonna University Didactic Program in Dietetics are as follows:

1. To encourage a commitment to community and professional service in the areas of food and nutrition.
2. To lay the foundation for successful pursuit of further studies, internship placements or entry-level employment.
3. To provide academic, internship and career advising to assist students in completing the program and pursuing post-degree goals.

\*Program outcomes available upon request.

## Nutrition Majors at MU

Four majors are available to students interested in food and nutrition at Madonna University: Dietetics, Hospitality Management, Nutrition & Food Service Management and Nutritional Sciences. This handbook will focus on the details of the **Dietetics Major**. The Nutritional Sciences Major is designed for individuals who plan to go on to graduate, medical or dental school. The Nutrition & Food Service Management Major is designed for individuals interested in working in a food service setting with a focus on gerontology or early childhood education. For further information on the Nutrition & Food Service or Nutritional Sciences Majors, contact Ms. Laura Kull ([lkull@madonna.edu](mailto:lkull@madonna.edu)) or Dr. Karen Schmitz ([kschmitz@madonna.edu](mailto:kschmitz@madonna.edu)). For further information on the Hospitality Management Major, contact Ms. Kathy Richard in the School of Business at 734-432-5533 or [krichard@madonna.edu](mailto:krichard@madonna.edu).

## Applying to the Dietetics Major at Madonna University?

Admission to the Dietetics Program is a **two-step** process. Students must first meet the requirements to declare pre-dietetics and then apply for admissions to the Dietetics Program.

**Declaring a Pre-Dietetics Pathway:** If a student transfers to Madonna University with 74 semester hours or less of college credit, he or she may simply declare pre-dietetics. If a student transfers to Madonna University with **over 74 semester hours of college credit**, he or she must meet the following requirements:

*To be admitted with the intent to pursue the pre-dietetics path, transfer students with over 74 semester hours completed at other institutions and post-degree students must have a cumulative G.P.A. of at least 3.0, have completed at least 2/3 of all course work attempted, and be in good academic and personal standing at prior institutions.*

**Admissions to the Dietetics Program:** When students have completed at least 56 semester hours out an application and submitting it to the Program Director. Application forms are available in room 217 of the Franciscan Center or can be sent through e-mail by contacting Dr. Karen Schmitz or Ms. Laura Kull. You may submit an application during the term that you are completing your application.

**Deadlines:** July 1<sup>st</sup> for the fall semester; November 1<sup>st</sup> for the winter semester.

**Admission Requirements:**

1. **Students with at least a 3.0 overall G.P.A.\***
2. **AND a 3.0 critical 6 G.P.A.\*\***
3. **AND no more than two grades below C (2.0) in any major or major support course.**

\*The overall G.P.A. will be calculated by adding all grades **from all colleges/universities attended** and dividing by the number of semester hours attempted (whether or not they transfer to MU).

\*\*The critical 6 G.P.A. will be calculated by adding all grades from the equivalent of the following courses and dividing by the number of semester hours.

**The “Critical Six”:**

- NFS 2270 Human Nutrition
- WRT 1010 College Composition 1
- WRT 1020 College Composition 2
- BIO 2250 Human Physiology
- BIO 2270 Microbiology
- CHM 2210 Organic Chemistry

Students who are not accepted into the dietetics program can declare a major in Nutrition and Food Service Management without any separate applications process. They would need to submit a change of major form to the registrar.

Academic Excellence Policy: Students must earn grades of C or higher in all dietetics and required support courses. A student, who has received two grades below C (2.0) in any major or major support course, will automatically be dismissed from the program. The original grade below C (2.0) counts in relation to this policy even if the course has been repeated for a satisfactory grade.

**Completion of Degree and Verification Statement**

The University requires a minimum of 120 semester hour credits to obtain a degree. The Dietetics Program consists of a minimum of 41 semester hour credits in major courses, and additional work in the natural sciences, social sciences and business. The program is based on the Foundation Knowledge and Learning Outcomes of the Academy of Nutrition and Dietetics. Due to the number of Knowledge and Learning Outcomes, the Program allows for few electives (5 credits in the major and 10 general elective credits). Upon successful completion of the curriculum requirements, a Bachelor of Science Degree (B.S.) in Dietetics is granted. **Students must apply for graduation through the Registrar’s Office two semesters before the anticipated graduation date. An “Intent to Graduate” form is obtained from the registrar and reviewed with the advisor.** This form must be filed whether or not the student plans on walking in the graduation ceremony. The Dietetics Program Director will issue a verification statement to students upon conferred graduation with a B.S. degree in Dietetics as posted by the Madonna University registrar.

### **Post Degree Students:**

If I have a B.S. (from a University in the U.S.) in another subject, do I need a second Degree from Madonna University to become registered as a dietitian? No, if you have a degree from an American regionally-accredited university then you need only to complete the courses listed below plus any major courses and major support courses that were not successfully completed with the first Dietetics Program as a post-degree student, you need to meet admissions requirements for the pre-dietetics path, then apply and be accepted through the same process as the degree bound students (see the ugevkqp"qp"ō J qy"fq"K"dgeq o g" c" Dkgvgvkeu" OclqtAö"cdqxg+0"" Oquv"uweeguuhwn"rquv-degree students maintain a GPA of 3.3 or higher. **NFS 2000, Professional Issues in Dietetics and a minimum of 15 semester hours of 3000 and 4000 level NFS classes must be completed at Madonna University to obtain a Verification Statement signed by the Program Director. NFS 3220 Nutrition Assessment, NFS 3250 Medical Nutrition Therapy I and NFS 4420 Medical Nutrition Therapy II are required as part of the 15 semester hours. Biochemistry and NFS 4250 must be no more than five years old to be accepted.** The Verification Statement is required to enter a Dietetic Internship. The University requires a minimum of 30 semester hours to be completed at Madonna University if a student wishes to obtain a second degree. However, students may be required to complete more hours than the minimums to fulfill Dietetic Program requirements and the Religion general education requirement. The number of credits required will depend on course work completed with the initial degree. Your academic advisor can outline an individualized Plan of Study.

### **International Post-Degree Students:**

If I have a B.S. from a foreign University, do I need a second Degree from Madonna University to become registered as a dietitian? Not always. International students are welcome at Madonna University. Recently, we have had students successfully complete the dietetics program who originally lived in the following countries:

Japan	Zimbabwe	Costa Rica	Lebanon	Romania
Canada	Jordan	Mexico	Argentina	Libya
India	Iraq	Serbia	Ecuador	

Students with degrees from institutions outside the U.S. must present documentation of the equivalence of their foreign degree(s). **These students must be accepted to the pre-dietetics pathway and then the Dietetics Program. Students with foreign degrees must complete the following courses (17 semester hours) as a minimum to obtain a Verification Statement signed by the Program Director:**

**NFS 2000 Professional Issues in Dietetics**  
**NFS 3220 Nutrition Assessment**  
**NFS 3250 Medical Nutrition Therapy I**  
**NFS 4380 Community Nutrition**  
**NFS 4460 Food Service Management II**  
**NFS 3380 Nutrition Education and Counseling**  
**NFS 4420 Medical Nutrition Therapy II**

**In addition, foreign students must complete any other major or major support courses that were not completed with the original degree(s). Biochemistry and the equivalent of NFS 4250 must be less than 5 years old at the time of application to Madonna University. Note: WRT 1020 or equivalent must be completed to enter the Dietetics major.**

## **Academic advising**

The academic advisors for Dietetic Majors at Madonna University are:

**Last Names A –S:**

Laura Kull, M.S., R.D.

Office: 1502A, Main Bldg.

Phone: 734-432-5519

e-mail: [lkull@madonna.edu](mailto:lkull@madonna.edu)

fax:734-432-5392

**Last Names T – Z:**

Karen Schmitz, Ph.D., R.D.

Office: 217U, Franciscan center

Phone: 734-432-5534

e-mail: [kschmitz@madonna.edu](mailto:kschmitz@madonna.edu)

fax:734-432-5392

Students should schedule an initial appointment before scheduling classes for the first time, and one advising appointment each semester prior to enrolling for classes. Self-advising is not recommended for this major. The advisor can provide assistance with:

- Planning and scheduling of required courses
- Providing information about scholarships, professional organizations, job openings, volunteer opportunities, internships
- Making plans for internships or future career endeavors
- Communicating pre-professional and professional goals and expectations

If your advisor is unavailable, contact the Academic Advising Office: Phone 734-432-5418

### **Current Accreditation Status of MU Didactic Program in Dietetics**

The Didactic Program in Dietetics (DPD) at Madonna University has been accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics and is listed in the "Directory of Dietetic Programs, The Academy of Nutrition and Dietetics." The most recent ten-year accreditation was received in 2010, 5-year accreditation was renewed 2015.

For information on the accreditation status of the Madonna University Didactic Program in Dietetics, contact:

The Accreditation Council for Education in Nutrition and Dietetics  
The Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606  
312/899-5400  
[ACEND@eatright.org](mailto:ACEND@eatright.org)  
[www.eatrightpro.org/acend](http://www.eatrightpro.org/acend)



# The Dietetics Curriculum

## Curriculum Requirements: (See Appendix A for a sample Plan of Study)

Madonna University's Dietetics curriculum has been designed to cover the general education requirements of MU and the Foundation Knowledge and Learning Outcomes for an ACEND Didactic Program. Graduates of the Madonna University Didactic Program meet the knowledge requirements for the post-baccalaureate internship. The curriculum focuses on the basic disciplines of food science, food service, nutrition, medical nutrition therapy and management. For a B.S. degree in Dietetics, 120 total hours are required with 42 of those hours in major courses and 33 hours in support courses.

The curriculum has been designed so that students meet prerequisite requirements and avoid course conflicts in their schedules. Individual Plans of Study (POS) are designed by the advisor to help students meet their academic goals. However, courses are required from a variety of departments and conflicts may occur. **It is the student's responsibility to double check pre-requisite requirements, time conflicts and completion of all major requirements.** Call or see your academic advisor as soon as any scheduling problems are detected. Required major and support courses for the Dietetics Major are listed below.

<u>Major Courses</u>	<u>Support Courses</u>
NFS 2000 Professional Issues in Dietetics	BIO 2250 Human Physiology
NFS 2270 Human Nutrition	BIO 2270 Microbiology for Health Sciences
NFS 2260 Introductory Food Science	CHM 1110 General Chemistry
NFS 2760 Food Service Sanitation	CHM 2210 Organic Chemistry
NFS 3220 Nutrition Assessment	CHM 3610 Biochemistry I
NFS 3250 Med. Nutrition Therapy I	MGT 2360 Principles/Mgt.
NFS 3380 Nutrition Ed. and Counseling	MTH 2350 Probability and Statistics
NFS 3460 Food Service Mgt I	SOC 1020 Sociology
NFS 4250 Adv. Human Nutrition	
NFS 4380 Community Nutrition	
NFS 4420 Med. Nutrition Therapy II	
NFS 4460 Food Service Mgt II	
NFS 4960 Experimental Food and Research	

Major Electives: Students can choose from any NFS courses not required as major courses EXCEPT NFS 2380 and NFS 2220. Five semester hours are needed for a B.S. degree. Possible major elective courses include:

NFS 2230 Therapeutic Nutrition for the Health Professional  
NFS 2290 Nutrition Topics ó topics vary each term, student can take 3 different topics  
NFS 3290 Nutrition Topics - topics vary each term, student can take 3 different topics  
NFS 3310 Environmental Food and Nutrition  
NFS 3120 Nutrition through the Life Cycle  
NFS 2420 Nutrition for the Aging

Suggested General Electives (only if additional hours are needed)

RST 4110 Medical Ethics  
MTE 1010 Medical Terminology  
MGT 3160 Human Behavior and Leadership  
SOC 2330 Interviewing Techniques  
SOC 2390 Empathy and Listening Skills

**Recency of courses:** The following coursework must be less than 5 years old (as of the date of the most recent admission to Madonna University) to count toward receiving the B.S. in Dietetics or the verification statement: CHM 3610 Biochemistry, NFS 3220 Nutrition Assessment, NFS 3250 Medical Nutrition Therapy I, NFS 4420 Medical Nutrition Therapy II, NFS 4250 Advanced Human Nutrition, NFS 4460 Food Service Management II, NFS 4950 Senior Seminar.

## **Portfolio Requirement**

All students majoring in Dietetics and Nutrition & Food Service Management are required to develop an e-portfolio to be used to showcase their undergraduate work in NFS 2000. You may choose to save major course work that illustrates your undergraduate accomplishments. You may also save evidence of awards, scholarships, honor society membership, work in the dietetics field, service learning, or involvement in Nutrition Network activities.

## **Assistance with writing, tutoring, computers**

There are several programs at Madonna University designed to help students with academic needs.

The Center for Personalized Instruction offers tutoring to any Madonna student. They charge a fee unless you can prove financial need (734-432-5599, [CPI@madonna.edu](mailto:CPI@madonna.edu)).

The Writing Center helps with any writing assignments. There is no charge, simply stop by room 1403 (734-432-5304).

Technology Learning Services provides a help desk you can access by phone (734-432-5800) or on-line ([helpdesk@madonna.edu](mailto:helpdesk@madonna.edu)) for assistance with on-line courses or general computer questions.

## **Service Learning**

NFS 4380 Community Nutrition is a service learning course. Academic service-learning is a form of experiential learning that facilitates a deeper understanding of course objectives while simultaneously addressing community needs. In service-learning courses students share their knowledge, talents, and skills in service with the community. Structured reflection is an integral part of the service-learning experience and provides an opportunity for learning, growth, and development. Service-learning fulfills Christian Humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others. Students will complete service learning hours both inside and outside of the classroom times. Students will also need to complete ten additional clock hours of volunteer service learning in the area of food or nutrition. Opportunities to complete these hours will be offered in class. However, the course is only ten weeks long, and it is recommended that you complete all or part of the ten hours before enrolling in the course. Sites of service activities must be pre-approved by the instructor (Ms. Laura Kull). Blue forms for appropriate signatures for service learning activities are located in room 1502. Additional community engagement projects are available through the Nutrition Network.

## **Psychological Services**

Counseling services are available for students with Ulliance Life Advisor Consulting. For assistance, call 1-855-774-4700.

## What other policies and procedures should I be aware of?

Students are encouraged to read the Undergraduate bulletin available on line at [www.madonna.edu/academics](http://www.madonna.edu/academics)>catalog for details on tuition and fees, graduation requirements and grievance procedures.

- **Grievance procedures:**

The Student Grievance Procedure and Appeal Board is described in the Undergraduate Catalog. As stated in the catalog, complete student appeal procedures are found in the Student Handbook available in [vjg"õO {Rqtvciö"u{uvgo."wpfgt"Uvwfgpv"Tguqwtegu0](#)

- **Prior Learning Program**

The Prior Learning Evaluation Process is described in detail in the Undergraduate Catalog. The student must first meet with an academic advisor to develop a plan of study. If prior learning credit is a possibility within the context of the plan, an evaluator can determine if and how much credit can be given.

- **Formal evaluations of students and regular reports of performance and progress at specified intervals throughout the program:**

The students receive formal evaluations (grades) at the end of each term, as listed in the Academic Schedule/Calendar (Undergraduate Catalog). Grade interpretation is outlined in the same section of the Catalog. Grades are based on the objectives and requirements outlined in each course syllabus.

- **Retention and Remediation**

The Early Alert System gives instructors an opportunity to report students at risk of failing a course. Students that are reported are contacted by the Office of Student Services and advised of their status and given resources for improvement based on their individual circumstances. The Office of Student Services, the instructor and the student discuss reasons for the poor grades and strategies for improved performance. Students may be referred to the Counseling and Disability Resources Center that offers academic skills workshops and other support services or the Center for Personalized Instruction that provides tutoring.

## Information about Supervised Practice Programs

There are two types of supervised practice programs that have been accredited by the ACEND: Dietetic Internships and Coordinated Undergraduate Programs. Graduates of the Madonna University Didactic Program usually apply to Dietetic Internships, but may apply to Coordinated Undergraduate Programs.

### Dietetic Internships:

A Dietetic Internship allows you to obtain hands-on experience in hospitals, food service facilities, outpatient clinical sites and community settings. Most internships are six to 12 months duration and include a minimum of 1200 hours of supervised experience. Many offer graduate credit and some give you the option to study for a Master's degree. However, many programs charge tuition to participate in the program. Program graduates are free to apply to any ACEND accredited internship program in the U.S., but if you need to remain in the Detroit area you have five to choose from: Beaumont Hospital, Harper University Hospital, Henry Ford Hospital, Hurley Hospital, and University of Michigan. Also, Wayne State University has a supervised practice program to which Madonna University students can apply. Central Michigan University Internship is located in the Saginaw area, Western Michigan University is in the Kalamazoo area and Michigan State University offers rotations in East Lansing and Muskegon. For detailed information on internships, see The Applicant Guide to Supervised Practice Experience located in Room 1502, the [www.eatright.org](http://www.eatright.org) website and individual internship websites. To receive an internship appointment, a student should have a competitive GPA (approximately 3.3 or higher), be active in student professional organizations, and have dietetics related work experience (paid or volunteer). Several hundred hours of work experience in a hospital, clinic, food service or long term care facility is necessary to be competitive for an internship position. You can receive additional information on applying for internships at the annual fall informational meeting, in NFS 4950 Seminar or from the Program Director or your advisor. When you attend the class, NFS 2000 or the fall/winter internship meetings, read this handbook and follow the guidelines in it.

### The Internship Application Process:

The Department offers a general meeting in the fall for all students who plan to apply for Dietetic Internships during that academic year or early in the next year. Notification of the fall meeting date and time is sent by letter to all declared Pre-Dietetics and Dietetics Majors during the previous summer. Information is posted on the Nutrition Network Blackboard site, also. Attendance is strongly encouraged. All Dietetic Internship application materials are available on line through DICAS. Visit individual websites for specific program information. To organize your application and have it reviewed by the program director, you can get a sample application form at [www.depdpg.org](http://www.depdpg.org) or at many of the internship websites. You must have your G.P.A., the DICAS website will do that for you.

In general the student's responsibilities in the process include:

1. Learning how to navigate the DICAS system (see internship handbook).
2. Obtaining specific information from internship websites.
3. Completing computer matching forms on-line at [www.dnddigital.com](http://www.dnddigital.com)
4. Sending an official transcript from each college or university attended to DICAS.
5. Defining immediate and long term goals
6. Developing a brief explanation of how your interest in nutrition began, how it developed into a career choice, how it was affected by college courses and how your commitment to it was demonstrated through voluntary and paid experiences in the dietetics field
7. Requesting 3 letters of recommendation from professors and work supervisors
8. Meeting with the Director of Dietetics to review any documents and double check that you have completed the entire process

## Application Deadlines:

May/July graduates:

December graduates:

Application Deadline	February	September
Appointment Date	April	November
Internship starts	July, August or September	January or February

Applications may be submitted before graduation if the student will have completed the program by the internship starting date. The Program Director assumes the primary role assisting students with the internship application process. You should review the internship materials available in Room 1502 or internship program websites for more information.

### The Computer Matching Process

Students applying for internships apply on-line through the DICAS process and register on-line for computer matching with D&D Digital at [www.dnddigital.com](http://www.dnddigital.com) by the application deadline. Students rank the internships they have applied to by their first choice, second choice, etc. On appointment day, students can check the website to find out if they have matched with an internship. If a student has a match, he or she must contact the internship to accept or decline the position. Students receive more information on the DICAS and matching processes at the fall/winter internship meeting and in NFS 2000.

### Coordinated Undergraduate Program (CUP)

A CUP provides for the integration of academic requirements with supervised practice within an academic program. Each program is accredited by the ACEND and culminates in a minimum of a Baccalaureate degree. These programs combine the knowledge and performance requirements of the ACEND. Madonna University does not offer a CUP. Wayne State University offers a one year program to college graduates whereby they can complete the practical experience and qualify to take the registration examination. Madonna University students may apply for this program in lieu of an internship.

The Directory of Dietetic Programs issued each year lists all of the Internships and Coordinated Undergraduate Programs currently accredited by the ACEND. Each listing provides the name, web address, phone and e-mail of the Program Director so that you can contact the program for more information. This directory is located at <https://www.eatrightpro.org/acend#students-and-advancing-education>.

### Internship Cost

Costs vary widely, so a student should check with each program about required expenses. Some internships give stipends, some charge no tuition, and others may charge several thousand dollars in tuition. Some accredited internships qualify for government sponsored loan programs. Students should check the websites of the individual programs for financial information.

## How do I Become Competitive for a Dietetic Internship?

Although a student has no guarantee of receiving a Dietetic Internship appointment, there are several areas that a student can work on to be more competitive for an appointment. Ask yourself,  $\delta Y jcv"ecp"K" fq"vq"uvcpf"qwwA\delta"kpuygc f"qh"ck o kpi "hqt"vjg" o kpk o w o "tgs wktg o gpvu\delta$

1. **Grades: 3.3 GPA overall** (higher for food and nutrition courses). Most internships have a minimum of a 3.0 GPA to submit an application, but that does not guarantee a spot. Many internships look for strong grades in Medical Nutrition Therapy and the sciences.
2. **Nutrition-Related Work Experience: Paid and/or volunteer.** The more experience the better. Aim for 200 hours. Hospital work is considered the best initial experience. Other experiences include college food service, nursing home food service, culinary experience, camp food service, community nutrition programs (WIC, EFNEP, community gardens), and working with dietitians in private practice.
3. **Leadership:** Get involved in extra-curricular activities including, College/University clubs (i.e. Nutrition Network), student government, sports, community service projects. Run for a leadership position. Present research at a professional meeting.
4. **Involvement in local Dietetic Associations** (i.e. Southeastern Michigan Dietetic Assoc.). Contact SEMDA leaders and ask about volunteer positions.
5. **Honor Societies, Scholarships, Awards**
6. **Applying to several internships.**
7. **Personal Statement:** The importance of this statement cannot be stressed enough. Read the directions from each internship in regards to this letter very carefully. This letter is your chance to describe your goals, strengths and weaknesses. In some internships, this letter plays a large role in who is actually chosen. Do not hesitate to ask any of the Dietetics faculty for assistance polishing your statement.
8. **Professionalism:** Work hard academically and in the work place. Show respect for peers, professors and supervisors. You will need three strong letters of recommendation for the internship and for employment. If you have a problem with a professor or supervisor, approach the person in a professional manner and focus on the problem you are trying to solve. If you would like a professor or supervisor to write a letter of recommendation, ask them. Do not assume they will do it. If the person agrees to write the letter, supply the person with information on your accomplishments to make the letter the best it can be. Recommendation information forms are available from your academic advisor.

### **Can I wait and apply for an internship years after graduation or program completion?**

Internships can make their own guidelines for recency of education, so you would need to contact the internu jkru"vjcv" {qw"y qwnf"nkmg"vq"cr rn {"hqt"cpf"cum'cdqww"vjgkt"δTgegpe {"qh"Gfwecvkqp"Rqnke {0δ""Kp" general, most internship programs do not make you re-take coursework if the verification statement is less than 5 years old. Once the verification statement is five years old, many internship programs will ask you to complete new coursework in medical nutrition therapy and other advanced nutrition courses. Some may even ask you to repeat biochemistry or physiology.

## What Do You Do if You Don't Receive an Appointment?

Although Madonna University students, who maintain a 3.3 GPA or above, have high placement rates into internship positions, internship appointments are highly competitive. If an appointment is not received, credentials should be re-examined. Develop a plan to emphasize your strengths and compensate for, or minimize your weaknesses. You may call the Internship Director(s) and ask how you can improve your chances for a future appointment.

Students should contact their advisor to discuss future plans. Consider the following:

- Evaluate how you can improve your qualifications
- Look at additional internship or coordinated programs
- Reapply
- Obtain a job in a dietary related field
- Contact career services for help with resume writing and interviewing
- Take the NDTR exam (see information in the following sections)
- Consider graduate school (see information in the following sections)

Cu"qh"Lwpg"3."422;,"uvwfgpvu"yjq"eqo rnvvg"c" Fkfcvke"Rtqitc o "kp" Fkgvgvkeu"\*FRF+"cpf" c"dcejgnqtøu" degree are eligible to take a registration examination and become Nutrition and Dietetic Technicians, Registered (NDTRs). This route may be of particular interest to students who do not enter a dietetic internship program but do want to work in nutrition. General information and relevant links are found at <http://cdrnet.org/program-director/grad-info-dpd-pathway-iii>

Please review information on these web links thoroughly while considering the NDTR option and follow application instructions carefully.

### If I am interested in the NDTR option, what do I need to do?

The process is started by your DPD Program Director. Once your application and documents are entered by your Program Director you will receive instructions directly from CDR/Pearson VUE to sign up for the test.

Follow these steps to get started:

1. I q"vq"vjg"Eq o o kuukqp"qp" Fkgvgvkeu" Tg i kuvtcvkqpøu"\*EFT+" y gdukvg"vq"ngctp" o qtg"cdqvw"vjg"PFVT0"  
<https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification>
2. Print out the Student Instructions document. It is important that you follow the instructions carefully.
3. Print out and complete the NDTRE Misuse Form and the Transcript Release Form (both attached). **Return these forms to your program director.** Your application for the exam cannot be processed without these forms.
4. Your Verification Forms will be mailed to your home address directly. The Program Director will provide a copy for the NDTR exam application.
5. Once all of your document is provided your Program Director will enter you into the Registration Eligibility Processing System (REPS). You will then receive an email requesting that you complete the online form for additional demographic information. It is imperative that you follow the instructions in this email and complete the required profile information as soon as possible. ***Until you have completed this step, you will NOT be processed for registration eligibility, nor will you be able to schedule your examination.***
6. After approval from CDR you will receive an Authorization to Test email from Pearson VUE. Follow directions provided by Pearson VUE to complete the process and sign up for a test date.

### **What about Graduate School?**

Students who complete the undergraduate dietetics degree at Madonna University are well prepared to enter graduate study in a variety of areas. Students considering graduate school or professional study in any field will need to have a good GPA (minimums vary from program to program) and solid performance on the Graduate Record Exam (GRE) or other required entrance exam.

### **Graduate study in general: What is it all about?**

Graduate school offers challenges well above and beyond the undergraduate degree to prepare students as independent thinkers. Coursework builds upon what students have learned in their undergraduate studies. Ocuvgtøu"ngxgn"rtqi tc ou" oc{"cnuq"qhhtg thesis and non-thesis alternatives. A thesis entails conducting a research study under the direction of a faculty member in their area of expertise, analyzing the data, and presenting findings to a committee composed of select faculty members. If you plan to pursue a doctoral degree at some point, selecting the thesis option is imperative as doctoral work involves building greater independence as a researcher. Consequently, when considering graduate programs, it is important to closely examine the research conducted by the faculty.

Graduate programs may also offer a non-thesis option. This generally entails completion of coursework plus a lengthy comprehensive exam to test ability to integrate knowledge in several areas of nutrition plus a culminating experience. The culminating experience can include many types of work under the direction of a faculty advisor such as a research project, an educational intervention project with a specific population, or many other alternatives. Students considering graduate study should investigate these options thoroughly prior to applying to a program, again, to ensure a good fit between student interests cpf"rtqi tc o"qhhtgkpi u0"Rgvgtuqpøu"qhhtgu"ugcte j"qrvkqpu"vq"hhkf" c"i tc fwcvg"rtqi tc o"vj cv"uwkvu" {qwt"pggfu"cv" [http://www.petersons.com/graduate\\_home.asp?path=gr.home](http://www.petersons.com/graduate_home.asp?path=gr.home).

**Graduate study in nutrition.** Graduate study in nutrition varies greatly from institution to institution. Areas of focus may be public health nutrition, basic sciences, international nutrition, clinical nutrition, etc. The Academy of Nutrition and Dietetics website provides a listing of advanced degree programs in nutrition. It is not all-inclusive, but does provide information and resources on over 100 programs in the W0U0"V jg"Rgvgtuqpøu" i wkfg"nkuvfg"cdqxcg"ku"cpqv jgt"ko rqtvcpv"tguqwteg()

## **Contact Dr. Karen Schmitz for details on the MU Nutrition and Wellness or Nutrition and Dietetics Masters of Science.**

**Graduate study in other fields.** A number of other fields can complement the study of nutrition. Therefore, individuals may wish to consider an area of study that provides a broader base of preparation for their chosen career pursuits. Some examples of potential complementary areas include food science, business, psychology, counseling, biochemistry, and exercise science.

### **How Do I Apply to Take the Registration Examination?**

As you come to the end of your internship you need to start thinking about applying for the Registration Examination. Internship personnel may give you more information on this process. You cannot take the Registration Examination until you have successfully completed the Dietetic Internship. The Registration Examination is available on computer through learning centers across the U.S. A review course or purchase of practice questions is highly recommended. Study guides are available with practice questions through The Academy of Nutrition and Dietetics.

Other sources of practice questions include:

- The On-line Professional Skills review ([www.eatright.org](http://www.eatright.org))
- DietitianExam.com
- Visualveggies.com

See the Internship Handbook for a list of review courses. Upon successful completion of the exam, you are a Registered Dietitian Nutritionist (RDN).



## **Assistance with the Job Search after Graduation from Madonna University:**

The office of Career Services at Madonna University (Room 1001) offers assistance with resume writing and job placement for Madonna University students and alumni. For further information or to schedule an appointment, call 734-432-5623. The MU Job link is available at <https://madonna-csm.symplicity.com/>. Nutrition-related employment advertisements can be found in magazines such as *Vqfc{øu" Fkgvkvkcp"qt"qp" ygd"ukvgu"uwej"cu" y y y 0ug o fclqt i"cpf" y y y 0gcvtki j v o ke j 0qt i 0""Tgetwkvgtu"hqt"* nutrition and food service jobs might be helpful in finding that first job. Try [www.harper-jobs.com](http://www.harper-jobs.com) or Kelly Scientific recruiters at [www.kellyscientific.com](http://www.kellyscientific.com) (248-848-9315). The ACEND sponsors a site, [ADACareerLink.org](http://ADACareerLink.org). This free service for members lets you post your resume, respond to job listings and receive e-mail alerts about new positions.

Additional sites:

[www.healthcareers.com](http://www.healthcareers.com)

[www.medhunters.com](http://www.medhunters.com)

[www.kellyservices.com](http://www.kellyservices.com)

[www.henryfordcareers.com](http://www.henryfordcareers.com)

[www.MiHealthCareJobs.org](http://www.MiHealthCareJobs.org).

[www.umjobs.org](http://www.umjobs.org)

[www.iammorrison.com](http://www.iammorrison.com)

## **Organizations and Scholarships**

### **The Academy of Nutrition and Dietetics**

[www.eatright.org](http://www.eatright.org)

The Academy of Nutrition and Dietetics is the world's largest professional organization for dietitians. As a student enrolled in a dietetic program in an accredited university, but not yet eligible for active membership, you have the opportunity to become an associate member of the organization. Benefits of membership include:

- Subscription to The Journal of the Academy of Nutrition and Dietetics
- Subscription to Food and Nutrition Magazine (bi-monthly publication on nutrition issues)
- Subscriptions to the Daily News E-Mail and the EatRight Weekly E-mail with updates on National nutrition headlines
- Continuing education programs and materials
- Professional publications
- Member discounts on publications and materials
- Information on and lower fees for the Annual Meeting
- Information on and access to Dietetic Practice Groups
- Automatic membership in the Michigan Academy of Nutrition and Dietetics
- Job announcements
- E-Mentoring Program
- Access to the Evidence Analysis Library

By far the most important advantages as an associate member are the Journals, networking and the chance to improve your marketability. Scholarships for senior students from the Michigan Nutrition and Dietetics Institute require that students are members of the Academy. As of 2018, the student membership fee is \$58.00. Applications can be found on the bulletin board in Room 1502 or go to the website: <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member> . The Dietetics faculty strongly urge you to be an associate member of the Academy. Internship directors look favorably on involvement in dietetic associations.

## **The Michigan Academy of Nutrition and Dietetics**

[www.eatrightmich.org](http://www.eatrightmich.org)

The Michigan Academy of Nutrition and dietetics is Michigan's professional organization for dietitians. Students who are Academy associate members are automatically members of the state association. Some of the advantages include:

- < Newsletters and publications
- < Information on and lower fees for the Annual Meeting
- < Access to Dietetic Practice Groups
- < A forum to present research at the annual conference
- < Scholarships for juniors and seniors applying for internships
- < Networking and more...

By becoming a Michigan Academy member you can improve your marketability and get to know dietitians in your area of interest. The Michigan Nutrition and Dietetics Institute awards scholarships on an annual basis to juniors and seniors in didactic programs and to dietetic interns. Scholarship forms need to be submitted in January and scholarships are awarded in the spring at the annual conference. The dietetics faculty members strongly encourage students to attend at least one Michigan Academy Annual Conference to learn more about current topics in nutrition. For more information, see the Michigan Academy web site [www.eatrightmich.org](http://www.eatrightmich.org)

## **The Southeastern Michigan Dietetic Association (SEMDA)**

[www.semda.org](http://www.semda.org)

Only Academy and Academy affiliate members are eligible for membership in local dietetic associations. These organizations provide students with the opportunities to attend local professional meetings, hear speakers, and interact with dietitians on a local level. Any involvement in local dietetic association activities is looked at favorably on internship applications. The membership fees for students are nominal. For more information on topics, dates and locations, see the Bulletin Board in Room 1502 or go to the SEMDA web site at [www.SEMDA.org](http://www.SEMDA.org).

### **Dietetic Practice Groups (DPGs)**

Student members of the Academy of Nutrition and Dietetics can join Dietetic Practice Groups. DPGs are specialized practice groups which enable members to improve their job performance, gain insight into specialized areas of food and nutrition and network with colleagues. DPGs cover a wide variety of practice topics including: Hunger and Environmental Nutrition ([www.hendpg.org](http://www.hendpg.org)), Diabetes Care and Education (DCE) and Sports Nutrition. Go to [www.eatright.org](http://www.eatright.org) for more information.

### **Member Interest Groups (MIGs)**

Member groups represent the many characteristics of the Academy's membership and the public it serves, and are based on common interests, lifestyles and backgrounds. Go to [www.eatright.org](http://www.eatright.org) for more information.

## **National Organization of Blacks in Dietetics and Nutrition (NOBIDAN)**

[www.nobidan.org](http://www.nobidan.org)

NOBIDAN is an organization of African-American Dietetic and Nutrition Practitioners whose mission is to develop an innovative plan with futuristic vision and ideals that will reflect concern for the health status of the public and facilitate professional enhancement for its members. Members of the Michigan Chapter would like to serve as mentors for African-American students.

## **The Nutrition Network**

The Nutrition Network is the official club of dietetic and nutrition & food science students at Madonna University. Meetings are held once a month during the fall and winter terms. Meeting days and times vary from semester to semester and are held in the Food Science Lab (Room 1502). Activities include guest speakers, field trips, volunteer opportunities and involvement in health promotion activities. For meeting information see the Nutrition Network Bulletin Board in the hall outside room 1502. As a Nutrition Network member, you will receive e-mail updates and access to the Nutrition Network Blackboard site. For more information contact Ms. Laura Kull at [lkull@madonna.edu](mailto:lkull@madonna.edu).

## **Sigma Zeta Honorary Society**

Junior or senior level students who maintain a high GPA overall (3.0) and in the science, math and upper level NFS courses (3.0) can be nominated for membership in Sigma Zeta, an honor society for science and mathematics majors. The benefits of joining the society include recognition for your achievements, boosting your resume or internship application, networking and an opportunity to become an officer and develop your leadership skills. If you feel that you might meet the GPA requirements and you have completed 15 semester hours in science, math or upper level NFS courses at Madonna University you may apply for Sigma Zeta. Your application will be reviewed and you will be notified as to whether you qualify. Applications must be picked up, completed and returned to the College of Science and Mathematics in room 217 of the Franciscan Center.

## **Practicum, Paid or Volunteer Experience**

Dietetics students planning on applying for internships need experience in the field to be competitive. Experience can be paid or volunteer. For paid positions, you can check for dietetic assistant/diet consultant jobs with Providence Park Hospital, Henry Ford West Bloomfield, Oakwood Hospital, Garden Ekv{" J qurkvcn."Uv0"Oct{øu" J qurkvcn"qt"W"qh"M Hospitals at [www.umjobs.org](http://www.umjobs.org). New job announcements will be announced in classes and posted in room 1502 as they become available. If you cannot find hospital work, nursing homes and food service positions count as experience, also. Experience can be taken for credit (practicum) if you need elective credit or done without credit.

**Center for Science in the Public Interest (CSPI) Internship Program.** The Center for Science in the Public Interest is a national consumer organization focusing on health and nutrition issues. CSPI offers internships for a small number of qualified students in undergraduate, graduate, law, and medical schools each summer and during the school year. CSPI is an aggressive non-profit consumer organization conducting programs in nutrition, alcohol, and food safety and it publishes Nutrition Action Healthletter. Generally, an internship is for ten weeks. Undergraduate interns are paid an hourly wage of \$8.25/hour. The specific dates of an internship are flexible and depend on CSPI needs and the applicant's schedule. For more information, see <http://www.cspinet.org/about/jobs.html>.

## Scholarships

As a student at Madonna University and a pre-dietetics/dietetics major there are numerous scholarship opportunities available to you. The Undergraduate Bulletin lists financial aid and scholarship information. Madonna University scholarship applications are due by March each academic year. More information on these scholarships can be obtained from the Madonna University Financial Aid Office (734) 432-5663 and the Madonna University Student Financial Aid Handbook.

Other scholarships are available specifically for junior and senior dietetics majors at ACEND accredited institutions. When information on these scholarships becomes available, it is announced in NFS courses and the information is put on the bulletin board in Room 1502. Application requirements and deadlines vary for each scholarship. For more information on The Academy, The Michigan Academy and SEMDA scholarships, visit their respective web sites.

## Research

Students conduct original research as part of NFS 4960 Experimental Food and Research during the fall term. The students with the highest scores on the research project are invited to present research posters at the Madonna University Research Day and at the Michigan Academy Annual Conference in the spring. In 2012 dietetics majors took first and third place at the Madonna University Research Day. In 2011, a dietetics major won first place at the Madonna University Research Day and Madonna University student researchers took first and third place at the Michigan Academy Annual Conference.

## Study Abroad

Studying nutrition abroad will enhance your cross-cultural understanding and give you the opportunity to see how dietetics is taught and practiced in other countries of the world. You may study abroad to fulfill your general education and major elective requirements during your sophomore or junior year. Summer study abroad opportunities are available, also. Your academic schedule should be planned carefully with your academic advisor. For more information, visit the Center for International Relations, Room 1501 Main Academic Bldg. (734-432-5669). Additional opportunities in cross-culture nutrition may be available through UC Davis, Purdue University, University of Memphis, Iowa State University, The University of Southern Mississippi, Rutgers University, University of New Hampshire, New York University, The University of Missouri and Michigan State University. If you choose a program through another university, make sure you talk to your advisor about getting a guest pass so your credits will transfer back to Madonna U. <http://www.madonna.edu/academics/study-abroad>

Examples of experiences to further your nutrition education:

**The Mediterranean Diet: Exploring Food, Wine, Culture and Health in Florence, Italy (Syracuse University Study Abroad).** Examine the production practices, health benefits and culinary pleasures of this specific cultural diet that features a fresh, local sustainable food supply. Through lectures, discussion, readings, projects and visits, students learn key features of the Mediterranean diet. The course also considers similarities and differences in the food systems of Tuscany and the U.S. May include a hands-on cooking class and visits to several food venues, such as markets, bakeries, cheese producers and vineyards. A course fee to cover days trips to Chianti and the Tuscan countryside with cooking classes, tastings and market trips will be billed from Syracuse. For more information, see the Syracuse University Study Abroad website at <http://suabroad.syr.edu/index.html>.

**Appendix A**  
**Madonna University**  
**Undergraduate Dietetics Curriculum**  
**Sample Plan of Study**  
**Bachelor's Degree (120 s.h.)**

**Sample Plan of Study only (See your advisor for an individual plan to meet your specific needs)**

<b>Freshman – fall (14 hours)</b> WRT 1010 Communication Skills I (3) CHM 1110 General Chemistry (4) NFS 2270 Human Nutrition (3) Goal CC-3 (3) UNV 1010 FTIACS OR NFS 2290 Nutrition Topics (1)	<b>Freshman – winter (15 hours)</b> WRT 1020 Communication Skills II (3) BIO 2250 Human Physiology (3) NFS 2260 Intro to Food Science (3) Goal SC-9 (3) SOC 1020 (3) Goal CC-4	<b>Freshman – spring</b>
<b>Sophomore – fall (14 hours)</b> CHM 2210 Organic Chemistry (4) MGT 2360 Principles of Mgt. (3) NFS 2760 Food Service Sanitation (2) NFS 3310 Environmental Food (2) General Electives (3)	<b>Sophomore – winter (15 hours)</b> BIO 2270 Microbiology (3) Goal CC-1B (3) MTH 2350 Prob. and Stat. (4) NFS 2000 Prof Issues in Dietetics (2) General Elective (3)	<b>Sophomore – spring</b>
<b>Junior – fall (15 hours)</b> NFS 3220 Nutrition Assessment (2) CHM 3610 Biochemistry (4) NFS 3380 Nutr. Ed. & Counseling (3) General Elective (3) Goal SC-8A (3)	<b>Junior – winter (15 hours)</b> NFS 3250 MNT I (3) Goal SC-7 (3) NFS 3120 Nutrition Life Cycle (3) Goal SC-8B (3) NFS 4420 MNT II (3)	<b>Junior – spring (2 hrs)</b> NFS 4380 Community Nutrition (2)
<b>Senior – fall (15 hours)</b> NFS 4960 Exp Food and Research (3) NFS 3460 Food Serv. Mgt. I (3) NFS 2420 Nutrition in Aging (2) Goal CC-2 (3) General Electives (4)	<b>Senior – winter (15 hours)</b> NFS 4250 Adv. Human Nut (4) NFS 4460 Food Service MGT II (3) General Elec. (4) Goal CC-4 (3) NFS 3290 Nutrition Topics (1)	<b>Senior – spring</b>

## Student Support Resources

Madonna University provides many student resources, some highlights below.

For more details go to [www.madonna.edu/resources](http://www.madonna.edu/resources)

**CENTER FOR PERSONALIZED INSTRUCTION/TRIO** Suite #1400

Phone: 734-432-5599 E-mail: [cpi@madonna.edu](mailto:cpi@madonna.edu)

Fall & Winter Office Hours: Monday-Thursday 8:30am-7:00pm

Friday 8:30am-5:00pm

FREE Academic Skills workshops and resources

FREE drop-in Math Lab

FREE Supplemental Instruction (SI), group study sessions, in certain science and nursing courses

TRIO Program-a federal academic program available to eligible students

Fee based one-to-one tutoring for many undergraduate courses (FREE for TRIO students)

**CAREER SERVICES** Suite #1411 Phone: 734-432-5623 E-mail: [careerservices@madonna.edu](mailto:careerservices@madonna.edu)

Fall & Winter Office Hours: By Appointment

Monday & Thursday 8:00am-6:00pm

Tuesday, Wednesday, Friday 8:00am-5:00pm

Career Services provides assistance to students seeking Cooperative Education/Internship experiences, part-time or full-time employment, on-campus student employment, career development resources, and career counseling. Students are invited to participate in job fairs, on-campus recruiting, and workshops in resume writing, job-search techniques, and interviewing.

**CENTER FOR STUDENTS IN TRANSITION** Room #1404

Phone: 734-432-5740 E-mail: [transitioncenter@madonna.edu](mailto:transitioncenter@madonna.edu)

Office Hours: By appointment

Military benefits

Adult and Transfer student orientation

**IT HELP DESK** Computer Labs

Phone: 734-432-5800 E-mail: [helpdesk@madonna.edu](mailto:helpdesk@madonna.edu)

Fall & Winter Office Hours: Monday & Thursday 8:30am-6:00pm

Tuesday, Wednesday, Friday 8:30am-5:00pm

Blackboard

MyPortal

Student E-mail

**LIBRARY** Room #2302

Circulation Desk Book Renewal: 734-432-5703

Reference Help: 734-432-5767

Fall & Winter Office Hours: Monday-Thursday 7:30am-1:00am

Friday 7:30am-8:00pm

Saturday 9:00am-7:00pm

Sunday 1:30pm-1:00am

**OFFICE OF UNDERGRADUATE RETENTION** Suite #1411

Phone: 734-432-5417 E-mail [retention@madonna.edu](mailto:retention@madonna.edu)

**OFFICE OF DISABILITY RESOURCES** Suite #1303

Phone: 734-432-5738 E-mail: [odr@madonna.edu](mailto:odr@madonna.edu)

Fall & Winter Office Hours: Monday-Friday 8:30am-5:00pm

Note Taking Services, Sign Language/Interpreting

Individual testing rooms/Extended testing time

Reader/Transcriber services

**OFFICE OF DIVERSITY AND MULTICULTURAL AFFAIRS (BLG)** Room #1115

Phone: 734-432-5308 E-mail: [odma@madonna.edu](mailto:odma@madonna.edu)

Fall & Winter Office Hours: Monday-Thursday By appointment

Friday 9:00am-5:00pm

PREP Center Hours Monday-Friday 8:30am-7:00pm

**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS** Suite #1400

Student Support Coordinator Room #1400D

Phone: 734-432-5829 E-mail: [studentsupport@madonna.edu](mailto:studentsupport@madonna.edu)

Office Hours: By appointment

Student Affairs Coordinator Room #1400H

Phone: 734-432-5880 E-mail: [alies@madonna.edu](mailto:alies@madonna.edu)

Office Hours: By appointment

Title IX

Counseling

**TECHNOLOGY LEARNING CENTER (COMPUTER LAB)** Room #1104

Placement Testing, CLEP, and DSST Testing: 734-432-5323 E-mail: [testing@madonna.edu](mailto:testing@madonna.edu)

E-Mail: [pkos@madonna.edu](mailto:pkos@madonna.edu)

Front Desk Phone-General Information: 734-432-5376

Fall & Winter Office Hours: Monday-Thursday 8:30am-10:00pm

Friday 8:30am-5:00pm

Saturday 9:00am-5:00pm

Sunday 12:00pm-5:00pm

**WRITING CENTER** Room #1403

Phone: 734-432-5304 E-mail: [writingcenter@madonna.edu](mailto:writingcenter@madonna.edu)

Fall & Winter Office Hours: Monday-Thursday 10:00am-8:00pm

Friday, Saturday 10:00am-3:00pm

Offers free services for writers who want to work one-to-one with a writing tutor

Offers tutoring for writing assignments in any discipline

Offers individual appointments with a tutor (1/2 hour for a short paper, one hour for long papers) and drop-in tutoring during posted hours

Provides tutoring online (through Blackboard) and via Skype



Application for Admissions into the ACEND-Accredited  
Madonna University Didactic Program in Dietetics

**Admissions Process:** Students seeking admission to the Dietetics Program must meet the following requirements (see Undergraduate Catalog for more details):

1. A minimum of 56 semester hours, completed at or successfully transferred to Madonna University, with a cumulative grade point average of 3.0 or higher overall for ALL Madonna and other college level coursework, regardless of whether classes transferred to Madonna University.
2. Successful completion of the equivalent of all of the following courses NFS 2270, Human Nutrition; WRT 1010; WRT 1020 or Communications course; BIO 2250, Human Physiology; BIO 2260 or 2270, Microbiology; and CHM 2210, Organic Chemistry with a cumulative grade point average of 3.0 or higher over these six courses.

---

**Directions:**

1. Complete this form and submit to the Director of the Dietetics Program, Room S217 Franciscan Center, Madonna University, 36600 Schoolcraft Rd., Livonia, MI. You must submit this form; information will not be accepted in any other format.
2. Official transcripts from **ALL** colleges or universities attended must be on file with Madonna University or can be mailed directly from the institution to the Program Director. Students with foreign transcripts must have an evaluation sent from the foreign transcript evaluation service to the Program Director.

**Deadlines:**

- July 1<sup>st</sup> for fall admissions
- November 1<sup>st</sup> for winter admissions
- May 1<sup>st</sup> for spring admissions



**Application for Admissions into the ACEND Accredited  
Madonna University Didactic Program in Dietetics**

Name \_\_\_\_\_ MU student ID number \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail \_\_\_\_\_

Choose one: First B.S. Degree  2<sup>nd</sup> B.S. Degree  Post Degree Verification  MSND

Choose one: Part-time student Full-time student

Date of admission to Madonna University \_\_\_\_\_

Requesting Admissions for:  Fall 20\_\_\_\_  Winter 20\_\_\_\_  Spring 20\_\_\_\_

*Complete the following table with information from ALL Colleges or Universities attended, including Madonna University. All official transcripts must be on file with MU.*

Name of College / University	Dates Attended	Total Number of Credits Earned	Overall GPA

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

*For Department use only:*

	Equivalent Course	College/University	Credits	Grade	Repeat number
NFS 2270					
WRT1010					
WRT1020/Com					
BIO 2250					
BIO 2260/2270					
CHM 2210					

**Decision:**

Accepted for admissions beginning \_\_\_\_\_

Not accepted and reason \_\_\_\_\_

Signature of Program Director/Date \_\_\_\_\_

## Additional Resources

Careers in Dietetics and Nutrition	The Academy of Nutrition and Dietetics website: <a href="http://www.eatrightpro.org">http://www.eatrightpro.org</a> Fgrctv o gpv"qh"Ncdqtøu"Dwtgcw"qf Labor Statistics, Occupational Outlook Handbook: <a href="http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm">http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm</a>
Becoming an RDN	<a href="http://www.eatrightpro.org/acend">http://www.eatrightpro.org/acend</a>
Registration Examination for RDNs	<a href="http://cdrnet.org/">http://cdrnet.org/</a>
Summary of State licensure laws	<a href="http://cdrnet.org/state-licensure">http://cdrnet.org/state-licensure</a>
Board Certifications by CDR	<a href="http://cdrnet.org/certifications/board-certified-specialist">http://cdrnet.org/certifications/board-certified-specialist</a>
Madonna University Dietetics Program	<a href="http://www.madonna.edu/academics/departments/biological-and-health-sciences#GDT">http://www.madonna.edu/academics/departments/biological-and-health-sciences#GDT</a>
Application Form for the MU Dietetics Major	Page 24 of handbook.
Dietetic Internship List	<a href="http://www.eatrightpro.org/acend">http://www.eatrightpro.org/acend</a>
Being Competitive for an Dietetic Internship	<a href="http://www.eatright.org/acend">http://www.eatright.org/acend</a> All Access Internships: <a href="http://www.allaccessinternships.com/home.php">http://www.allaccessinternships.com/home.php</a>
Applications for Dietetic Internships	DICAS website: <a href="https://portal.dicas.org/">https://portal.dicas.org/</a>
The Academy of Nutrition and Dietetics	<a href="http://www.eatright.org">www.eatright.org</a>
The Michigan Academy of Nutrition and Dietetics	<a href="http://www.eatrightmich.org">www.eatrightmich.org</a>
Nutrition Network	See blackboard course, to become a member contact <a href="mailto:lkull@madonna.edu">lkull@madonna.edu</a>