

Stark State College



6200 Frank Avenue N.W.
North Canton, OH 44720
www.starkstate.edu

DIETARY MANAGER PROGRAM

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Approved by Program Advisory Committee: 12/1/2017

Approved by Academic Policies and Procedures: N/A

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HANDBOOK INTRODUCTION

The purpose of this Handbook is to familiarize you, the student, with the policies and procedures of Stark State College and the Dietary Manager Program.

All Stark State College students must comply with college policies and procedures. These policies and procedures are set forth in detail online at www.starkstate.edu/policies. You can read a summary of the policies and procedures in the Student Handbook/Planner. Copies of the Student Handbook/Planner are available, free of charge, in the College Store. You may also locate the Student Handbook/Planner online on eStarkState/Blackboard or on *mystarkstate* under the Academic Support tab.

Stark State College policies and procedures include specific details about important items such as academic and career advising; resources and support for students; students' rights and regulations for behavior; academic honesty and integrity; and financial aid, in addition to many others. As a student in this Program, you are responsible for reading and complying with all the College policies and procedures.

This Program has additional policies and procedures specifically designed for students. These Program policies and procedures are described in this Handbook and include attendance requirements; grading policies; dismissal and readmission policies; rules on appearance and attire; course sequencing; and graduation requirements, in addition to many others. As a student in this Program, you are also responsible for reading and complying with all program policies and procedures.

These policies and procedures are designed, in part, to support and enhance your experience as a student at Stark State College and contribute to your success in the future. They are an important part of your college education.

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STARK STATE COLLEGE MISSION STATEMENT

Stark State College provides quality, high-value associate degrees, certificates, and professional development in a diverse, student-centered learning environment. The College is dedicated to lifelong learning; affordable, transferable higher education; and career success. Stark State College advances quality of life through access, academic success, stewardship, and business and community partnerships.

STARK STATE COLLEGE VISION STATEMENT

Stark State College will be a leader in higher education and a catalyst for economic growth and community prosperity.

GENERAL EDUCATION PURPOSE STATEMENT

General education provides students with a breadth of knowledge and capacity for lifelong learning. It stretches students' minds, broadens their experiences, and develops skills to adapt to changing environments. General education prepares students with the skills to communicate effectively, problem solve, analyze, locate and gather information, and think critically and logically. It teaches students to understand and appreciate diversity and its interrelationships, sustainability, as well as community engagement and informed citizenship. Students are taught personal integrity, social responsibility, and the interpersonal skills needed to succeed in a professional environment.

Our general education philosophy is embedded in our mission and vision and is supported by our core values. These core values serve to emphasize our commitment to students, to learning, to shared responsibility, and to the continuous improvement of the education we offer. We work collaboratively to create a campus culture that is academically challenging and emotionally supportive.

HLC ACCREDITATION STATEMENT

Stark State College is accredited by:

The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411; 312-263-0456 or 800-621-7440; Fax 312-263-7462; info@hlcommission.org; www.hlcommission.org

PROGRAM SPECIFIC POLICIES

PURPOSE

The Dietary Manager Program at Stark State College is offered as a certificate program, as well as an Associate of Science degree. Upon completion of the certificate program and/or the associate program, the student is eligible to take the national certification exam. The Certifying Board for Dietary Managers® (CBDM®) is responsible for the certification program, and the actual exam is conducted by a nationally recognized professional testing firm. The certification program is accredited by the National Commission for Certifying Agencies (NCCA).

A Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) has the education, training, and experience to competently perform the responsibilities of a dietary manager and has proven this by passing a nationally-recognized credentialing exam and fulfilling the requirements needed to maintain certified status.

CDMs (Certified Dietary Manager), CFPP's (Certified Food Protection Professional) are nationally recognized experts at managing food service operations. A certified dietary manager (CDM) works with registered dietitians to provide quality nutritional care for clients in a variety of settings, including healthcare facilities, nursing homes, rehab facilities, senior living communities, hospitals, correctional facilities, and schools. They perform a variety of specialized tasks, like overseeing large-scale meal planning and preparation; budgeting for and purchasing food, equipment, and supplies; enforcing sanitary and safety regulation; and preparing records, and reports. They may provide supportive nutrition screening, documentation, and care planning.

A CDM, CFPP has achieved defined competencies in five key areas:

- Nutrition
- Foodservice
- Personnel And Communications
- Sanitation And Safety
- Business Operations

The Dietary Manager Program mission is to provide quality nutrition education and training in food safety and sanitation, food service operations, and human resource management for a varied student population, in order to qualify for the national Certified Dietary Managers examination to become credentialed CDMs.

The following is subject to the discretion of the Program Coordinator for any variance:

This Program runs in a cohort style manner, meaning that, a new group of students starts each fall and completes their coursework in sequence together. Therefore, some Program polices may vary from Stark State College policy. This program reserves the right to modify Program specific polices under the Stark State College Departmental Academic policy (see Policy 3357.09(K):15-13-38).

PHILOSOPHY

The philosophy of the Dietary Manager Program is to support student learning of program content. The philosophy is achieved by engaging students in active learning and utilizing assessment tools that:

- Foster critical thinking skills
- Encourage lifelong learning
- Help students develop evidence-based problem solving strategies
- Prepare students to function as entry-level dietary managers

GOALS

The main goal of the Dietary Manager Program is to prepare students to become a certified dietary manager (CDM) who is competent in the key areas of food service management and nutrition, as identified by the Association of Nutrition and Foodservice Professionals.

LEARNING OUTCOMES (PLOs)

The Program Learning Outcomes are as follows:

See “Competencies” for a complete list of program learning outcomes for the certificate and associate degree programs.

ACCREDITATION STATEMENT

The Stark State College Dietary Manager Program is fully approved by the Association of Nutrition and Foodservice Professionals (ANFP). The ANFP may be reached at:

Association of Nutrition and Foodservice Professionals
 406 Surrey Woods Drive
 St. Charles, Illinois 60174
 (800) 323-1908 or visit the ANFP website at www.ANFPonline.org

ORIENTATION

Every Dietary Manager student is required to attend a Dietary Program Orientation. There are typically two orientations held prior to each new semester. One during the day and one during the evening. During the Orientation, the following will be reviewed:

- Overview of College policies
- Review of the Handbook and policies and procedures that apply to all Dietary Programs
- Students will sign an “Acknowledgement of Policies and Procedures” (Appendix), as found in the back of each Handbook. This form will be kept in each student’s file in the Program Coordinator’s office
- Eligibility requirements for directed practices
- Meet Dietary Program faculty and staff

Students that have not attended an Orientation will not be permitted to begin directed practice experience. It is the student’s responsibility to make arrangements to make up an Orientation.

GRADUATION REQUIREMENTS

This program utilizes the Stark State College Graduation Requirements policy (see Policy 3357.09(K):15-13-17) with the following exceptions:

Candidates for graduation must satisfactorily complete the Dietary Manager Program as evidenced by a attainment of a “C” or better in the technical courses, with an overall grade point average not less than 2.0. Students are expected to have contact with Dietary Program faculty advisors each semester to review status and progress towards graduation or certificate completion.

A maximum of 30 semester hours of credit transferred from other institutions in accordance with Section 3.06.02 of the Stark State College Policies and Procedures Manual may be used toward the completion of an associate degree. In the event more than 30 semester credit hours are to be transferred for this purpose, approval of the Provost is required.

GRADING POLICY

The Dietary Manager Program utilizes the Stark State College Grading System Policy (see Policy 3357.09(K):15-13-07). The student’s grade point average is computed by the following formula: total quality points earned divided by the Grade Point Average (GPA) earned hours.

The numerical range for each letter grade is as follows:

Percentage	Letter Grade	Quality Points
90-100%	= A	4.0
80-89%	= B	3.0
70-79%	= C	2.0
60-69%	= D	1.0
0-59%	= F	0

The Dietary Manager Program faculty will not round the final grade percentage. Therefore, if a student falls between letter grades, the grade will not be rounded up.

Example: student obtains a final overall course grade of 89.7%, the letter grade will be entered as “B”.

DISMISSAL AND READMISSION FROM THE PROGRAM

Dismissal

All students must achieve a “C” or better in all technical courses. Technical designated curriculum courses must be taken and passed in sequence, i.e. successful completion of one course before being permitted to take the next semester’s courses.

Prior to dismissal a student may be placed on probation or provisional status in the program. Any student whose grade point average falls below 2.0 will be placed on probation. Any student receiving a grade below “C” in any Dietary Manager Program course will be put on provisional status in the program. Students receiving less than a “C” will need to retake the course prior to being eligible for graduation from the program. Students on academic probation are required to meet with the Program Coordinator before the beginning of the next semester in order to plan the student’s future course work. Students placed on probation must show considerable improvement in coursework or be subject to dismissal. Students on academic probation must meet with and have their enrollment registration form signed by their academic advisor prior to registering.

Students may be dismissed from the Program under the following conditions:

1. A grade of “D” or “F” in any repeated required technical course in the Dietary Management program.
2. A grade of “D” or “F” in any 2 or more technical courses in the Dietary Management Program.
3. Failure to attain a 2.0 cumulative GPA for two consecutive semesters.
4. Violation of any policy of the Program, clinical site or College. Violations could include any conduct that is determined to be unsafe, unethical, illegal, or unprofessional.
5. Violation of professional or ethical conduct, as described in this handbook or in accordance with the Association of Nutrition and Foodservice Professionals Code of Ethics (see “Conduct” section).
6. Dismissal from a Directed Practice site due to behavior or conduct issues. Documentation will be provided to the student.

This Program runs in a cohort style manner, because of this, students are only permitted to be readmitted twice to the Program. It is the policy of the Program that any combination of three unsuccessful achievements and/or withdrawals involving technical education courses will result in the student receiving a final dismissal from the Program (see Policy 3357.09(K):15-13-38). Exceptions to this policy (such as medical necessity) will be made on an individual basis. The Program Coordinator/Dean has the discretion to make exceptions to this policy based on formal review and extenuating circumstances. The third dismissal is considered the final dismissal from the Program.

When a lapse of two years between courses occurs, a student may be asked to repeat as the content of a course may have changed.

Any student who is considering withdrawing from any course should additionally review the College Withdrawal policy (see Policy 3357.09(K):15-13-16).

Students repeating a course should additionally review the College Repeating a Course policy (see Policy 3357.09(K):15-13-08).

Dismissal from, or dropping out of the Program does not necessarily constitute dismissal from Stark State College. The student may still be eligible to take Stark State College courses not in the Program (see Policy 3357.09(K):15-13-13).

Readmission/Reinstatement from the Program

Application Phase:

- The student must submit a formal request to be readmitted into the Program utilizing the Health and Public Services Readmission Application (form available on mystarkstate.com).
- All requests shall be submitted to the Program Coordinator within 30 calendar days of the posting of semester grades or date of dismissal from the Program.

- Students who do not submit a formal written request within 30 days of dismissal will not be eligible for reinstatement and will receive a final dismissal from the Program, unless special circumstances are identified.
- It is not the obligation of Program faculty to notify and/or remind the student of the Program's requirement to submit a letter requesting Program readmittance.
- The student must contact Financial Aid to review their financial aid status.
- Attach a type-written letter answering the following questions clearly and completely:
 - What behaviors and circumstances led to your academic dismissal?
 - What changes have you made and what steps have you taken to ensure the factors causing your earlier difficulties will not continue to cause you difficulties if reinstated?
 - What will you do to succeed in the program you have chosen?
- Submit the completed *Health and Public Services Readmission Application* and *letter* to the appropriate department chair/program coordinator.
- Resolve any student account issues. Contact the Cashier's office if you have an outstanding balance with the college as all balances must be paid in full in order to register for classes should you be readmitted to the College.

Remediation Phase: The goal of the Remediation Phase is to prepare the student for successful reintegration into the Program.

- A decision on readmission will be reviewed and dependent upon the following: eligibility to be readmitted, timely submission of a written request to return to the Program that complies with the stated requirements, appropriate medical release (if student is on medical leave), and space availability in the Program.
- Once a decision regarding readmission is made, the student must meet with the Program Coordinator to develop a Learning Contract.
 - The Learning Contract is an agreed upon document between the student and Program Coordinator that will outline the specific academic plan to foster student success.
 - Taking an independent study course may be required for many students. This decision will be made on a case-by-case basis. The independent study course will be developed for the individual needs of the student.
 - Students dismissed due to academic reasons and who seek readmission to the Program will be required to demonstrate knowledge of the skills and competencies previously learned prior to being readmitted to the Program. Students may be required to repeat technical coursework or demonstrate competency in the form of an independent study course.
 - Once signed by the student and Program Coordinator, the Learning Contract must be successfully completed in order for the student to be reintegrated into the Program. Unsuccessful students will receive a dismissal from the Program.

Reintegration Phase:

- Reintegration in the upcoming class is based upon successful completion of the application phase, remediation phase, space availability and chronological order of the request for reinstatement.

Academic Probation and Dismissal from the College

If a student's cumulative grade point average (GPA) falls below 2.0 in any semester, the student may additionally be placed on College Academic Probation and Dismissal, which is a separate policy and procedure than this Program Dismissal and Readmission policy (see Policy 3357.09(K):15-13-13).

REMEDICATION

If a student achieves less than a 70% on a quiz/test/examination, the student should meet with the instructor during office hours to review the quiz/test/examination. The instructor may remediate individually or choose to hold a small group session. Instructors will have their own policy for remediation. Students that receive an Early Alert must meet with the instructor to set up an improvement plan.

TUTORING

Tutoring is available for selected coursework to Stark State College students. Students requiring tutoring services should contact the Tutoring Center.

FACULTY CONTACT INFORMATION

Program Coordinator: Ann Carpenter-Szalay, MA, RD, LD

Office: J323

Phone: 330-494-6170, ext. 5121

Email: aszalay@starkstate.edu

Clinical Coordinator: Michelle Igleheart, MS, RD, LD

Office: J325

Phone: 330-494-6170, ext. 5767

Email: migleheart@starkstate.edu

COURSE DESCRIPTIONS AND SEQUENCING

Course Descriptions

NTR121 Nutrition for Health

This course focuses on the essentials of nutrition as required for health. The composition of foods, as well as the functions, sources and interactions of essential nutrients within the role of the human body's metabolic system are discussed. Assessment of nutritional health risks, along with health promotion and disease prevention is discussed. The influence of age, growth and normal development of the life stages are discussed in terms of the nutritional requirements. Methods of meeting dietary needs and sources of reliable nutritional information are addressed along with current nutritional issues and research.

TAG approved OHL016, effective Summer 2017.

3.000 Credit hours/3.000 Lecture hours

NTR122 Introduction to Medical Nutrition Therapy

This course builds on foundation knowledge of basic nutrition fundamentals and introduces skills for basic medical nutrition therapy, as it relates to nutritional screening, client interviewing and data gathering, nutrition-related calculations, modification of selected diet plans, implementing nutrition care and basic nutrition education, and documentation of relevant nutrition data. Federal and state regulations, including client/patient rights and documentation compliance, as it relates to nutritional care, will be reviewed.

1.000 Credit hours/1.000 Lecture hours

NTR130 Food Operations

This course will cover all principles and aspects of food preparation including the ingredient function, food composition, nutritional quality, equipment usage, preparation techniques and product evaluation. Menu costing, production, inventory management, recipe and menu modification, purchasing, quality control, as well as, allergy and altered textures are discussed. Cultural and religious cuisines are taught along with the nutritional needs of each ethnic group. Principles of microbiology are taught as they relate to the principles of food safety and kitchen management. ServSafe principles are taught ending with the NRA examination.

3.000 Credit hours/3.000 Lecture hours

DMA135 Food Operations Directed Practice

Under the supervision of a registered/licensed dietitian, registered dietetic technician or Certified Dietary Manager or other foodservice professional, the student will complete 50-75 hours of directed practice in a foodservice setting within a 16-week semester. The student will participate in all of the functions of a foodservice operation. Working with the preceptor, the student will apply the knowledge gained from the Food Operations course.

1.000 Credit hours/5.000 Lab hours

DMA145 Medical Nutrition Therapy Directed Practice

Under the supervision of a registered/licensed dietitian or registered dietetic technician, the student will complete 50-75 hours of directed practice in a foodservice setting within a 16-week semester. The student will participate in all of the functions of a clinical setting. Working with the preceptor, the student will apply the knowledge gained from the previous and current coursework.

1.000 Credit hours/5.000 Lab hours

DMA155 Dietary Systems Directed Practice

Under the supervision of a registered/licensed dietitian, registered dietetic technician or Certified Dietary Manager or other foodservice professional, the student will complete 50-75 hours of directed practice in a foodservice managerial setting, within a 16-week semester. The student will participate in all of the managerial functions of a foodservice operation. Working with the preceptor, the student will apply the knowledge gained from the Dietary Systems course.

1.000 Credit hours/5.000 Lab hours 5 Dietary Systems Directed Practice

DTR121 Food Science Principles

The course provides an overview of fundamental biological, chemical and physical scientific principles associated with the study of foods. Topics include food composition and functional properties, food additives and regulations/laws, food safety and microbiology, toxicology, food processing, food engineering, food biotechnology, sustainability, product development, and sensory evaluation. In addition, the coursework includes discussion of the role of food technology in world health, environmental, and nutritional concerns.

3.000 Credit hours/3.000 Lecture hours

DTR122 Life Cycle Nutrition

Nutrition concerns, needs and issues over the entire life span from conception through life are covered in this course. The course materials focus on nutrition during pregnancy, infancy, childhood, adolescence and adulthood. Each life span section covers specialized concerns for that state.

3.000 Credit hours/3.000 Lecture hours

DTR228 Dietary Systems

Comprehensive systems approach of how to manage foodservice and dietary operations, efficiently and effectively, as they relate to the role and interactions of all departments involved in the total organization of a facility. The foodservice systems model is used as a guide to show managers how to transform all of the systems into outputs of meals, customer satisfaction, employee satisfaction and financial accountability. Additional coverage of sustainability, social responsibility and globalization related to dietary services is incorporated into the course materials.

3.000 Credit hours/3.000 Lecture hours

Course Sequencing

The Dietary Manager Program is developed in such a way that students that earn the Career Enhancement Certificate can continue to take courses to progress to the One Year Certificate, and continue further to complete an Associate of Science degree. Curriculum sheets are available in appendix A for each certificate or degree.

The ultimate responsibility for successful completion of a student's program requirements lies with the student. Upon request, the Program Coordinator or Clinical Coordinator will assist the student in determining the proper sequence for completing the coursework leading to graduation and/or certificate prior to the graduation application deadline. Suggested course sequencing is included in appendix A for each certificate or degree.

HEALTH AND PROGRAM REQUIREMENTS

CastleBranch Access

Students are required to purchase access to a web-based software system called CastleBranch. This system will house all of the student's health requirements as well as some of the required Program forms. How to gain access will be discussed at the first orientation meeting. Students are responsible to maintain the original copies of all health requirements documentation and to ensure that health requirements remain current throughout the entire Program duration.

Health and Program Requirements

Contracts and agreements with directed practice sites mandate that students have met all program and health requirements; therefore, the Program is obligated to assure that each student has met each of the following requirements prior to the start of directed practice. Each student is responsible for the cost of his/her own health and program requirement expenses. **All students, regardless of location of directed practice are required to utilize Castlebranch and complete the minimum requirements below.** Additional information regarding requirements will be provided to each student prior to the semester when directed practice begins. Health requirements may be further determined and updated as indicated by the directed practice sites.

1. A Health Report form must be completed and include the following:
 - A physical examination including a visual acuity eye exam is to be completed by a physician or other qualified healthcare provider.
 - Required vaccines and/or titers, including TB test should be completed. (see Health Form). NOTE: Students may be required to have a flu vaccine prior to the directed practice experience at the site's request.
2. Liability insurance must be purchased through the College each school year the student is enrolled in directed practice.
3. Each student is required to obtain a Stark State College photo identification badge. The badge has the student's name, picture, and program. The ID must be worn at all times at the directed practice site.
4. Criminal background checks will be conducted in conjunction with admission to a health program. A clean BCI/FBI report is required before student placement into a field site for directed practice can be completed. The Stark State College website provides a list of disqualifying offenses. Students must have an eligible background check prior to beginning directed practice. The program application reflects conditional acceptance into the program until the verification is provided.
5. Drug screening may be required at the discretion of the directed practice site, but is not required by the Dietary Programs. The drug screen will be the financial responsibility of the student unless the directed practice site indicates otherwise. The directed practice site will determine a student's eligibility based on the results.

Students must maintain current (no more than one year old) health requirements, liability insurance, and background checks. In addition, the health requirements must remain current throughout the semester. If a health requirement expires during the semester, the student will be removed from the directed practice site until the requirement is met. Missed directed practiced days will count as unexcused absences and may result in failure to complete the directed practice.

In addition, some directed practice sites may have facility specific content education modules or requirements to be completed prior to the assigned start date of the directed practice. Failure to comply may prohibit the student from attending the directed practice rotation and result in failure of the

directed practice course.

Medical/Health Insurance

Students are strongly encouraged to obtain health insurance. Students are responsible for any health or injury needs that arise while at the directed practice site.

Technical Standards

Dietary Manager responsibilities includes some physical work, such as lifting and continuous walking, as well as the ability to communicate effectively on all levels, and to be able to handle stressful situations, as they occur.

Should a student feel that he/she may not be able to meet the above expectations, it is the responsibility of the student to notify the Program Coordinator and the Disability Support Services Office.

CLASSROOM AND LAB POLICIES

Classroom and lab policies will be clearly stated by each instructor per the class syllabus. In the lecture component of the program, the student will be evaluated by written tests and assignments. Attendance is taken and it is expected per College policy. Please refer to the section below on attendance.

Classroom and Laboratory Attire

Students are expected to present themselves in a manner that is not a distraction or disruption to the classroom. Specific laboratory attire will be stated in the class syllabus as it applies.

Electronic Devices

The decision to use personal electronic devices in the classroom will be made by each program faculty member and defined in the course syllabus (see Policy 3357.09(K):15-13-37).

Classroom and Laboratory Attendance

The Federal Financial Aid Guidelines require that all colleges monitor attendance. This is necessary to document that students are eligible for the funds they receive. The Federal Government mandates that non-attendees be dropped and federal monies be returned to the Federal Government. Therefore, Stark State College will monitor attendance for all students, since it is not known by the instructors which students receive federal funds. Students not attending classes risk being dropped from courses and having their financial aid cancelled or reduced.

It is the intent of the faculty to foster attendance habits that carry over into the work setting as positive attributes. Attendance at all class sessions and directed practices will be monitored.

The College refers to the student experience hours as directed practice, however the Association for Nutrition and Foodservice Professionals refers to it as field experience. For the purposes of this handbook, the experience is referenced as a directed practice. Students are required to attend ALL classes and directed practice hours and to arrive on time. A student's late arrival disrupts the instructor, the other students and the flow of the instructional material. Active participation involves taking part in the classroom discussion, question sessions and group activities. A student who is sleeping in class will not receive credit for that class attendance. Failure to meet the required number of lecture or directed practice hours will result in failure of the class or directed practice. The instructor will notify the Program Coordinator of a student's excessive absence from class or directed practice, and a meeting will be

required between the student and Program Coordinator to determine if the student can continue in the class and meet the required number of hours.

All students will be asked to complete an attendance verification form for directed practice hours. Two unexcused absences in a Dietary Program course or directed practice will result in a meeting with the Program Coordinator to determine a course of action. The possible course of action will be to withdraw from class due to an inability to meet the ANFP's requirements for a minimum of classroom or directed practice hours, or to complete an extra project covering the material that was missed. The decision for the course of action will be a combination of the instructor's and Program Coordinator's decision, as well as the reason for the absence. In the event that an absence is accepted, it will be based on concrete documentation explaining the absence. Students with two (2) absences, which are unexcused, in the classroom or directed practice will result in a drop of one letter grade for that course.

For the directed practice, the student and preceptor will determine the hours that will be completed at the facility, as agreed upon by the student and preceptor and these hours and times will be filled in on an attendance form. Failure to meet these days, hours and times will result in a withdrawal from or failure of the directed practice. It is critical that the student realizes the importance of maintaining the agreed schedule for the hours, as this is a requirement for completion of the program. It is also an indication of respect for the preceptor's time and efforts to work with the student.

An excess of more than two absences may result in the student being asked to withdraw from the class or directed practice since the student may not be able to make up those hours needed to meet the minimum hours dictated by the ANFP. Attendance policies are addressed in course syllabi and reviewed in orientation.

Doctor's appointments, lack of transportation or conflicting work schedules **do not** constitute excused absences for the directed practice hours. These situations need to be scheduled, as much as possible, as to not conflict with the scheduled directed practice hours. With advance notification, the student can be excused for an absence due to documented illness, funeral leave or a medical emergency. Documentation will be required of the absence. In the event of an absence, the instructor or Clinical Coordinator and preceptor, must be notified one hour in advance of the expected class time or field experience. Notification must be done by telephone first, and if a person cannot be reached, then by email to the preceptor and instructor/Clinical Coordinator. The student is expected to notify the instructor or the Clinical Coordinator and the field site preceptor. The student will be expected to make up time missed from the directed practice.

Any missed time in the classroom will need to be discussed with the instructor in terms of making up the required hours. The student who has been absent is responsible for contacting the instructor in regards to announcements, assignments, handouts, and/or make-up work. According to the ANFP, students are required to have a minimum number of hours in each area of the program. Again, the student is allowed **ONLY 1** unexcused absence before a course of action will be taken. Two unexcused absences will result in the drop of one letter grade for the course.

Each student is required to have the official ANFP Verification statement typed with all hours and signed by the facility preceptor prior to the final grade for the class. Failure to meet hours or provide a properly completed Verification form may result in failure of the course.

Laboratory Competencies

Laboratory competencies, if applicable, will be presented on the syllabus.

Laboratory Safety

Laboratory safety rules and guidelines will be reviewed in each individual course, if applicable.

CLINICAL OR PRECEPTORSHIP POLICIES

Note: Violations of any clinical policy may result in dismissal from the Program.

Students are expected to abide by policies of the College, the Program and the clinical/directed practice site as notified by the preceptor.

Holiday/College Breaks

Students are not expected to complete field experiences during a Stark State College scheduled vacation or holiday. Directed practice hours are to be completed during the normal work and school week. All required hours must be completed in the semester that they are scheduled. Completion of any hours during a scheduled holiday or vacation period must be approved by the Program Coordinator and agreed upon by the preceptor. Any situations that cannot be resolved due to these conflicts need to be brought to the attention of the Program Coordinator.

Directed Practice Dress Code/Attire

These requirements meet the minimum requirements to be in compliance with the Ohio Food Code for Safety and Sanitation. These are minimum requirements and the student is expected to follow any stricter requirements of the facility.

- All Dietary Manager students are expected to obtain a navy Dietary polo from the bookstore to wear for directed practice.
- Stark State College photo ID badge is required to be worn at all times, in addition to any other badge required by facility.
- Daily bathing is expected.
- All clothing must be clean, neat, and appropriate dress, per the facility.
- No sleeveless tops allowing underarms to be visible. No backless tops or mesh tops. No short tops that reveal the midriff.
- Clothing should not smell of smoke or any other odors.
- High enough necklines to avoid showing cleavage (including when the student bends forward).
- Slacks and pants should come up to the waist. Underwear and/or backsides should not be visible when seated. Khaki or gray pants are suggested.
- No jeans, capris, skin-tight pants/leggings, sweatpants, or stirrup pants.
- Food Operations/Dietary Systems: Shoes must be clean and of athletic shoe and sole material, i.e. non-slip. Medical Nutrition Therapy: Shoes as appropriate for professional dress. No open heeled or open-toed shoes, sandals, clogs or boots are to be worn. Hose or socks must be worn with all footwear.
- Foodservice rotation: No jewelry, except for a plain flat wedding ring/band. Necklaces, bracelets, earrings, and other jewelry should not be worn when preparing or serving food.
- No visible piercings, except pierced ears with professional appearance for Nutrition rotation only. Earrings should not be worn for Foodservice rotations.

- Nails must but be free from any nail polish or other types of decorations for Foodservice rotations.
- Hair must be neat, tied back, and contained in a hairnet, hair bonnet or hat approved by the facility for students in a Foodservice directed practice.
- Hair must be clean and of a natural color. No decorative hair wear may be worn. If hair is long it should be worn pulled back.
- No heavy perfume, cologne or body sprays.
- No visible tattoos.
- Facial hair must be kept trimmed and neat at all times. A beard cover may be required at facilities for Foodservice rotation.
- Students must appear neat, clean, and professional at all times. Good hygiene must be practiced. Students are expected to bathe daily. Teeth are to be brushed daily.
- For students enrolled in Medical Nutrition Therapy Directed Practice: Dress must be professional and a white lab coat may be required, per the facility.
- Additional appearance and conduct guidelines:
 - No gum or tobacco chewing.
 - Smoking: Smoking is not permitted in any of the facilities of Stark State College. It is the student's responsibility to determine the directed practice facility's policy on smoking near the facility, or other smoking policies.

COMPETENCIES

Students will meet the following competencies/learning outcomes throughout the program:

Nutrition:

Prior to directed practice:

1. Translate Nutrition Science into Food Intake
2. Use the Building Blocks of Nutrition
3. Describe the Process of Digestion, Absorption, and the
4. Manage Food Allergies, Complimentary Medicine, and Alternative Therapies in Nutrition
5. Review Body Systems and Medical Nutrition Therapy (MNT) Interventions
6. Review Disease Processes and Medical Nutrition Therapy (MNT) Interventions

Within directed practice and didactic coursework:

A. Gather Nutrition Data

1. Document Nutrition Information in the Medical Records
 - a. Chart in medical records
 - b. Enter data using a computer
 - c. Use nutritional information
2. Interview for nutrition related information
 - a. Ask appropriate questions of clients (e.g. allergies, preferences)
 - b. Gather client information from relevant sources (e.g., medical record, referrals)
 - c. Recognize nonverbal responses and communication cues
 - d. Record information gathered
 - e. Use ethical and confidentiality principles and practices
 - f. Identify food customs and nutrition preferences based on race, culture, or religion
3. Obtain Routine Nutrition Screening Data
 - a. Use established guidelines to distinguish between routine and at-risk clients
 - b. Gather client data from relevant sources (e.g. medical record referrals)

- c. Complete client forms (e.g., MDS)
- d. Comply with federal regulations related to evaluating client status and care
- e. Calculate nutrient intake
- f. Document relevant nutrition related information (e.g., laboratory values, BMI)
- 4. Identify Nutrition Problems and Client Rights
 - a. Verify information to ensure accuracy
 - b. Review documentation for nutrition care follow up
 - c. Honor client rights
- B. Apply Nutrition Data
 - 1. Modify Diet Plans
 - a. Develop menus
 - b. Implement nutrition plan into meals/foods to be served
 - c. Respect client needs and food habits
 - d. Use nutrition analysis data to modify menus for:
 - (1) Calories, carbohydrates, proteins, fats, and minerals
 - (2) Fiber content, texture, or feeding needs
 - (3) Medical or other personal condition (including allergies)
 - (4) Racial, cultural, and religious differences
 - 2. Implement Physician's Dietary Orders
 - a. Recognize medical and nutrition terminology
 - b. Provide needed diets
 - c. Include client input on diet prescribed by physician
 - d. Recognize appropriateness of diet order for diagnosis
 - e. Explain importance of adhering to physician diet orders
 - 3. Apply Standard Nutrition Care Procedures
 - a. Review client's nutrition needs, based on guidelines provided
 - b. Assess nutrition content of foods
 - c. Identify sources to consult to assist in implementing nutrition care plans
 - 4. Review Effectiveness of Nutrition Care
 - a. Identify effectiveness of the nutrition care plan
 - b. Evaluate care plans for individual needs
 - 5. Manage Special Nourishments and Supplemental Feedings
 - a. Identify clients who need nourishments or supplemental feeding
 - b. Identify appropriate supplemental products
 - c. Monitor the delivery of nourishments and supplements
 - d. Audit the acceptance of nourishments or supplements
- C. Provide Nutrition Education
 - 1. Assist Clients with Food Selection
 - a. Review dietary requirements of client
 - b. Determine client's knowledge and needs
 - c. Suggest acceptable food substitutes based on client preferences
 - d. Verify substitutes in terms of availability and facility practices
 - 2. Use Nutrition Education Materials
 - a. Develop a plan for nutrition education
 - b. Select educational materials and resources
 - c. Use resource materials and equipment in teaching
 - 3. Adapt Teaching to Clients' Educational Needs
 - a. Evaluate client readiness and ability to learn

Foodservice:

A. Manage Standardized Recipes

1. Identify food elements of a standardized recipe
2. Compute proper portions using appropriate food charts/references
3. Develop proper cooking procedures, including HACCP guidelines
4. Calculate cost and nutrition content of standardized recipe
5. Evaluate client acceptance of new recipes

B. Specify Standards and Procedures for Preparing Food

1. Develop food quality control standards, (e.g., appearance, temperature, acceptance)
2. Implement procedures to monitor food production
3. Develop procedures for monitoring food waste control

C. Supervise the Production and Distribution of Food

1. Define procedures for type of food service
2. Monitor adherence to delivery schedules and procedures
3. Keep records for monitoring and accountability
4. Calculate efficiency (time, cost) of foodservice system
5. Define schedules for foodservice production
6. Define production needs for special event food preparation
7. Calculate menus, recipes, diet census, tally sheets, and cafeteria needs to develop requisitions

D. Monitor Meal Service

1. Verify:
 - a. diet accuracy
 - b. portion size (quantity)
 - c. temperature
 - d. texture
 - e. presentation (color, shape)
 - f. quantity
2. Assure compliance of meals served as posted

E. Implement Continuous Quality Improvement Procedures for Foodservice Department

1. Define objectives and standards for foodservice
2. Monitor quality indicators
3. Implement necessary procedural changes
4. Interpret data for reports
5. Implement auditing tool to determine the effectiveness of quality indicators (e.g., food acceptance survey)
6. Analyze data to make recommendations

F. Modify Standard Menus

1. Use nutrition resources (e.g., tables, charts, diet manuals)
2. Use standard food weights, measures, and recipes correctly
3. Honor legal responsibilities and regional factors regarding diet needs

Personnel and Communications:

A. Define Personnel Needs and Job Functions

1. Conduct personnel needs analysis
2. Conduct task analysis
3. Write job descriptions
4. Write detailed job specifications
5. Assist with development of advertising for positions

6. Update departmental organizational chart
- B. Interview, Select, and Orient Employees
1. Comply with fair employment laws and practices
 2. Develop interview procedures for department
 3. Describe department procedures and policies to applicants
 4. Decide on applicants and record data in file
 5. Document selection procedures and policies
 6. Orient new employees to facility procedures
- C. Provide Ongoing Education
1. Provide initial training and orientation for new employees
 2. Provide follow up after orientation
 3. Provide in-service training for:
 - a. HIPAA guidelines
 - b. personal hygiene
 - c. infection control
 - d. hospitality and customer service
 - e. physical safety
 - f. professional and ethical expectations
 - g. nutrition issues
 - h. crisis management
 - i. other contemporary issues
 4. Document completion of training and orientation
- D. Develop and Maintain Employee Time Schedules and Assignments
1. Identify overall staffing needs (e.g., calculate full time equivalents)
 2. Identify daily tasks
 3. Determine capabilities and preferences of employees available
 4. Prepare a time schedule
 5. Maintain time schedule chart/records
 6. Track absence/tardy records in personnel files
 7. Develop a work assignment chart
 8. Coordinate work assignments
- E. Manage Goals and Priorities for Department
1. Develop short term and long term goals for the department
 2. Participate in developing policies and procedures (e.g., hygiene standards for personnel according to the FDA Food Code)
 3. Identify expectations to establish priorities
 4. Compare department goals against resources available
- F. Manage Department Personnel
1. Maintain personnel records
 2. Identify personnel management laws and practices (including union contracts)
 3. Identify promotion criteria
 4. Identify termination criteria
 5. Compile documentation for promotion and termination
 6. Conduct performance evaluations
 7. Recommend salary and wage adjustments
 8. Follow disciplinary procedures to correct a problem (e.g., coaching, performance improvement plan)
 9. Ensure employees' compliance with procedures (e.g., safe food preparation practices)

G. Manage Professional Communications

1. Participate in regulatory agency surveys
 - a. identify regulatory standards
 - b. develop an appropriate plan of correction
 - c. demonstrate professional interaction with surveyors
 - d. use regulatory agencies as professional resources
2. Participate in meetings outside the department
 - a. communicate department goals and policies
 - b. identify methods of communicating with other departments
 - c. suggest cooperative ways to solve problems
 - d. participate in state/national professional meetings
3. Communicate client information to other health professionals
 - a. identify what client information needs to be communicated
 - b. identify the need for client referrals
 - c. implement consultant recommendations as appropriate
 - d. honor client rights and confidentiality
4. Participate in client care conferences
 - a. prepare for a client care conference
 - b. participate in a conference to identify client care concerns
 - c. work with the interdisciplinary team to develop solutions
 - d. implement goals and approaches with appropriate follow up
5. Manage department meetings
 - a. post meeting notices and agendas
 - b. plan meeting facilities
 - c. meet with key personnel to develop meeting plans
 - d. conduct meetings (e.g., resolving conflicts, keeping time)
 - e. plan follow up actions resulting from meeting (e.g., minutes)
 - f. conduct a staff complaint/grievance session

H. Implement Required Changes in Foodservice Department

1. Identify existing problems/needs
2. Prepare justification for changes
3. Implement the plan of action

Sanitation and Safety:

A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations

1. Identify federal safety laws/regulations
2. Write cleaning procedures for utensils, equipment, and work areas
3. Evaluate equipment in terms of maintenance needs and costs
4. Inspect all areas of department for sanitary conditions
5. Instruct employees in safety and sanitation
6. Interpret material safety data sheets
7. Enforce employees' compliance with safety and sanitation regulations

B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards

1. Identify appropriate grades and inspections for food.
2. Procure food and water from approved sources.
3. Verify the quality and quantity of food supplies and equipment received
4. Check supplier invoices against facility purchase order

5. Recognize the hazards associated with types of food packaging
 6. Recognize the signs of contamination upon receipt and in storage
 7. Process rejections for unacceptable products
 8. Label, date, and monitor food to ensure rotation (FIFO)
 9. Prevent environmental contamination of food
 10. Maintain security procedures
- C. Protect Food in All Phases of Preparation Using HACCP Guidelines
1. Identify potentially hazardous foods and foodborne pathogen and their control
 2. Recognize the causes, symptoms, and types of foodborne illnesses including biological, chemical and physical types
 3. Monitor time and temperature to limit growth of or destroy microorganisms
 4. Prevent cross-contamination of food
 5. Identify appropriate techniques for temperature retention.
 6. Ensure the safe cooling of food
 7. Establish critical limits
 8. Establish the corrective action to be taken when critical limits are exceeded
 9. Establish procedures to identify and monitor critical control points (CCP)
 10. Establish effective record-keeping systems that document HACCP
 11. Anticipate emergency preparedness procedures necessary to assure a safe food supply
 12. Develop a crisis management plan to address an outbreak of foodborne illness
- D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines
1. Identify federal safety laws/regulations
 2. Conduct routine maintenance inspection of equipment
 - a. identify equipment maintenance requirements from manufacturer's manuals
 - b. correct equipment malfunctions and potential problems
 - c. monitor preventive maintenance schedule and contracts
 3. Organize work flow and use of equipment
 - a. analyze tasks to determine overlapping effort or equipment use
 - b. plan proper placement and use of equipment
 - c. simplify work procedures and steps
 - d. monitor work flow; identify and correct problems
 - e. assure adequate hand-washing sinks, lavatory facilities, and supplies
 4. Identify appropriate environmental controls for water supply, waste disposal, and ventilation
 5. Follow an integrated pest management (IPM) system
 6. Prepare a safety inspection checklist
 7. Write an inspection report on hazards control
 8. Assure cleaning and sanitation of equipment, utensils, chemicals, and space

Business Operations:

A. Manage a Budget

1. Determine facility needs
2. Compute cost of menus (including supplements)
3. Conduct a product price comparison study
4. Calculate daily cost (e.g., food, labor, supplies, i.e., PPD)
5. Calculate minutes per meal
6. Calculate meals per labor hour
7. Compare actual costs to budget costs
8. Monitor expenses

9. Prepare an estimate of personnel costs for a foodservice department (e.g., salary scales and merit raises)
- B. Prepare Specifications for Capital Purchases
1. Review capital equipment needs and requirements
 2. Evaluate existing capital equipment condition and life expectancy
 3. Evaluate options for replacement of equipment
 4. Write budget justification for new capital equipment
 5. Recommend specifications for new capital equipment
- C. Plan and Budget for Improvements in the Department Design and Layout
1. Maintain records of suggestions and complaints received
 2. Conduct department improvement discussion session with staff
 3. Communicate improvement recommendations
 4. Evaluate work flow, essential equipment relative to new department designs or construction
 5. Research concepts/products related to department facility design
 6. Prepare proposals, specifications for new construction or renovation in layout/design changes
- D. Assist in the Purchasing Process
1. Identify purchasing policies and procedures of department
 2. Review vendor product/selection (including group purchasing organizations)
 3. Establish purchasing specifications
 4. Use the ordering and bidding process
 5. Evaluate facility needs, budget restrictions, and products available
 6. Evaluate product information
 7. Be familiar with computer applications
 8. Check inventory to identify purchase needs
 9. Complete purchase order requisition forms
 10. Maintain inventory records
 11. Recognize inventory management practices (FIFO, par stock, physical, perpetual)
- E. Manage Revenue Generating Services
1. Supervise cash activities and reports
 2. Calculate cost to set prices for catered events
 3. Plan foodservice and menus for catered events
 4. Estimate price per unit serving for catered events
 5. Use cost control techniques to balance revenue budget
 6. Research revenue generating opportunities
 7. Analyze revenue generating opportunities
 8. Prepare business plan and justification for new revenue generating programs
 9. Promote existing and new revenue generating programs
- F. Implement Cost Effective Procedures
1. Recommend cost saving purchasing practices
 2. Recommend cost saving department practices
 3. Implement cost effective inventory control practices
 4. Implement variance report of actual costs vs budget

CONDUCT

The College Student Code of Conduct policy will be strictly upheld (see Policy 3357.09(K):15-19-10). In addition, students are expected to uphold the same ethical and professional conduct as a practicing

Dietary Manager. Violation of the ANFP (see below) and/or the Student Code of Conduct carries consequences up to and including dismissal from the Program and/or College.

ANFP Code of Ethics

Ethics are the standards or principles of conduct that govern individuals, businesses, professions, and governments. Business ethics are a set of standards that a majority of the business community accepts as proper conduct. Professions adopt a code of ethics that set forth some of the principles that instruct and inspire their work. As students at Stark State College, the following ethics will be provided throughout all coursework, to enable the student to learn the expected ethical behavior of a CDM. All students will be expected to abide by these ethical standards as they progress through the program.

Healthcare organizations have also defined 'Codes of Ethical Conduct', which include:

Protection of the patient's confidentiality. All patients have the right to privacy. Anything learned about the patient or his condition should not be discussed or passed on to friends, relatives or other staff.

Personal conduct on the job. All employees are representatives of the facility. Their behavior, dress, and appearance reflect on the institution.

Acceptance of gifts and gratuities. Policies and procedures concerning the acceptance of money from patients, as well as kickbacks, gifts, and bribery from vendors are written and should be understood by employees.

The Code of Ethics for members of the Association of Nutrition and Foodservice Professionals (ANFP) has been adopted to promote and maintain the highest standards of foodservice and personal conduct among its members. Adherence to this code is required for membership and serves to assure public confidence in the integrity and service of the Association of Nutrition and Foodservice Professionals.

As a student in an accredited ANFP program, the student is eligible to become a student member of the Association of Nutrition and Foodservice Professionals. The ANFP will mail the student information.

As a member of the Association of Nutrition and Foodservice Professionals, I (the student) pledge to:

- Reflect my pride in my competence as a dietary manager by wearing my pin and emblem, and displaying my certificate.
- Use only legal and ethical means in the practice of my profession.
- Use every opportunity to improve public understanding of the role of the dietary manager.
- Promote and encourage the highest level of ethics within the industry.
- Refuse to engage in, or countenance, activities for personal gain at the expense of my employer, the industry, or the profession.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of my position.
- Maintain loyalty to my employer and pursue their objectives in ways that are consistent with the public interest.
- Always communicate administrative decisions of my employer in a truthful and accurate manner.
- Communicate to proper authorities, but disclose to no one else, any evidence of infraction of established rules, and regulations.

- Strive for excellence in all aspects of management and nutritional practices with constant attention to self-improvement.
- Maintain the highest standard of personal conduct.

BLOODBORNE PATHOGENS

Students receive education in at each specific site as it applies, regarding bloodborne pathogens and are taught the proper handling of medical devices to minimize the risk of exposure in subsequent courses. If a bloodborne pathogen exposure would occur, the Program will utilize the College Bloodborne Pathogens policy (see Policy 3357.09(K):15-14-16) and/or the clinical site policy to address the procedure for handling a bloodborne pathogens exposure. In the event of a potential exposure, students are expected to immediately notify the Clinical Coordinator, clinical instructor or course instructor and (if applicable) the supervisor at the clinical/practicum site of the incident.

HIPAA

By the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other appropriate laws, all information contained in a patient's record is considered to be confidential. In addition, information pertaining to the field facility's business is considered confidential as a matter of professional ethics. All information discussed or available in class is therefore confidential and may not be discussed outside of the classroom. Similarly, information obtained during a directed practice, which pertains to patient, physician or facility matters is also considered confidential.

Prior to the directed practice, students must complete the online HIPAA education training and upload the associated quiz once completed. Students will also sign and upload a confidentiality statement. Each directed practice site may require additional training and signing of acknowledgement of such. The student may face dismissal from the Program or legal ramifications for any violation of HIPAA.

SERVICE LEARNING

Occasionally, there are outside activities or opportunities that can benefit the dietary student. Instructors will notify the students of such opportunities. It is the instructor's discretion if extra credit will be given for outside activities. However, any activity that is suggested to the student is only done so as a chance for the student to further the experiences, and education in the area of dietary management. Service learning is an opportunity for students to bolster their resume with related experiences. This will most likely be in the form of Community Service.

Extra credit, if offered, may not be used in place of incomplete assignments, nor can it be used to increase the course grade by more than 5%. Students must have at least a "C" (70%) in the course to be eligible to use extra credit.

OUTSIDE EMPLOYMENT

Students are advised to take into consideration all of their responsibilities when deciding whether to start the Dietary Program. Directed practice hours occur during the weekdays and typically daytime hours. The program does not require a fulltime commitment, however, once the program is begun; it is in the student's best interest to complete it with the best grades possible.

In today's economy, the program recognizes the need for the student to maintain employment. Classes are arranged with the best interests of student's schedules, and students are often surveyed to determine timeframe preferences for course offerings. Directed practice hours will need to be

completed during the day when preceptors are available. In determining a field site, the student will discuss options with the Program/Clinical Coordinator. The Program/Clinical Coordinator will then contact the student's preferred sites to determine the best fit. Once the Program/Clinical Coordinator has determined the site for the student, the student will be provided the necessary information for contacting the preceptor to allow the student to make arrangements for days, time, and required details. The student is responsible for providing the Program/Clinical Coordinator with the necessary information in regards to his/her attendance. It is the student's responsibility to complete the total number of required minimum directed practice hours (150 hours). It is not the responsibility of the College or the preceptor to accommodate a student's work schedule. Students are able to discuss a mutually agreeable schedule with each preceptor.

At no time is a student allowed to contact a site to determine eligibility to complete hours, until permission has been given by the Program/Clinical Coordinator. A student's contact with a site without permission will result in the student being asked to leave the program.

For a student, who has employment within a facility that can accommodate the directed practice hours required of the program, the student needs to contact the Program/Clinical Coordinator and provide contact information for the employer. The Program/Clinical Coordinator will contact the facility to determine suitability of the facility and student's employment to meet the required field experience hours. Directed practice hours are not to be completed during work hours, and directed practice hours should not be used to complete usual assigned work as an employee. This is an unpaid experience.

SOCIAL MEDIA

Lecture, lab, or clinical materials, including notes or recordings are not permitted to be posted online. No posts, messages, or photos, including names of locations, program faculty, preceptors, or any other identifying information regarding program or directed practice experiences may be placed on any social networking site.

Students may not engage in social networking with program faculty, preceptors, or patients while enrolled in the Dietary Program. Students should also consider the content they post on social networking sites as it is the policy of many employers to review posting history for prospective employees.

Students are required to maintain strict adherence to patient confidentiality standards at all times and remain in compliance with the directed practice site and HIPAA regulations. Even in a situation when a patient gives permission to take a picture or connect with them on social media, this is not supported by the Program and may violate HIPAA. A HIPAA violation may result in dismissal from the Program and/or legal ramifications.

CLUBS AND ORGANIZATIONS

Association of Nutrition and Foodservice Professionals

Student membership in the Association of Nutrition and Foodservice Professionals is available and strongly encouraged for Dietary Manager Students while they are in school. As a student member, the student will receive the Dietary Manager magazine. For more information, contact:

Association of Nutrition and Foodservice Professionals
406 Surrey Woods Drive
St. Charles, IL 60674

The Association of Nutrition and Foodservice Professionals has a variety of resources available to help you. They include:

- An annual index of articles printed in the Dietary Managers Magazine. These articles contain valuable information to assist the dietary manager. Photocopies may be secured from ANFP headquarters.
- A number of books.
- Twelve in-service lesson plans that meet most regulatory requirements.
- A complete resource library for other needs. Call 1-800-323-1908.
- Web page at www.ANFPonline.org

Food and Nutrition (FAN) Club – Student Organization

The Dietary Program has worked with the College's student organization to develop and organize a student club, the Food and Nutrition (FaN) Club for the benefits of all Dietary students. The club includes By-laws and Constitutional guidelines. Students will hold periodic meetings at a time convenient to the majority of students. An invitation to participate will be sent to each Dietary Program student and emails will be sent to each student in regards to the club activities and meetings. Interest in the club will be assessed each fall. The organization seeks to raise awareness about the field of food and nutrition and serve the community by participating in education, social and community events.

CEREMONIES

A formal graduation ceremony is held for graduating Stark State students that have earned an associate degree. The graduation ceremonies are typically held in early January for Fall graduates and in mid-May for Spring graduates.

Students that have successfully completed the certificate programs are invited to participate in a certificate ceremony held after the conclusion of each semester.

LICENSURE

While students are not licensed upon completion of the Dietary Manager Program, students are eligible to take the credentialing exam to become a Certified Dietary Manager.

Credentialing Exam

The CDM, CFPP (Certified Food Protection Professional) certification exam is administered by the American College Testing Program (ACT), Inc. and follows a content outline. Policies and procedures related to the exam are managed by the Certifying Board for Dietary Managers, an arm of the Association of Nutrition and Foodservice Professionals that exists solely for the purpose of managing the credential; Certified Dietary Managers sit on this board, which oversees development of the exam.

In addition, the accrediting body National Commission for Certifying Agencies (NCCA) has granted accreditation to the Certifying Board for Dietary Managers for demonstrating compliance with the NCCA Standards for the Accreditation of Certification Programs. These standards are designed to ensure that certification programs adhere to modern standards of practice for the certification industry.

Step One: Qualify for the Certification Exam

To become certified, complete one of the following options to qualify to take the certification exam:

- Graduate from Stark State College with the Certificate of Competency for Dietary Management. Our school code is 352401.
- Graduate with an Associate of Science in Dietary Management

Step Two: Register for the Certification Exam

The exam is offered year-round at more than 190 computer-based exam sites. This exam gives an opportunity to prove competency in the marketplace by earning the CDM and CFPP credential. You will register to take a credentialing exam after you graduate to get certified as a dietary manager. You are eligible after graduation to sit for the nationally recognized CDM credentialing exam offered through the Certifying Board for Dietary Managers (CBDM). Visit www.CBDMonline.org to learn more information and register for the exam. Contact ANFP at 800-323-1908 with questions.

Step Three: Pass the exam and complete certification process.

Upon successful completion of the exam, students can apply for certified status. (For students that are currently a student member in the ANFP, certification will be automatic. Membership as a student is not mandatory). Students that are not a current member will be invited to join and enjoy the many member benefits the association offers for food and nutrition professionals.

ESTIMATED PROGRAM COSTS

(Subject to change)

	Dietary Manager (Career Certificate)	Dietary Manager (Associate)
Processing Fee	\$95.00	\$95.00
Maintenance/Campus Security Fee	\$35.00 per semester (\$70.00 total)	\$35.00 per semester (\$175.00 total)
Tuition (approx.)	\$2,873.60 (16 hr)	\$11,314.80 (63 hr)
Dietary Textbooks (other course texts vary)	\$748.50* Varies with specific textbook program.	\$748.50* Varies with specific textbook program.
Health Requirements	\$150.00 or more	\$150.00 or more
Medical Insurance (required by some sites)	Varies	Varies
CastleBranch Document Manager	\$35.00	\$35.00
Liability Insurance	\$15.00/year of practice	\$15.00/year of practice
BCI/FBI Background	\$70.00/year or practice	\$70.00/year of practice
ID badge	\$10.00	\$10.00
Drug Testing (only if required by the site)	Varies (\$25-\$100)	Varies (\$25-\$100)
Lab Coat (if doing hospital rotation)	\$40.00	\$40.00
Transportation (car)	Varies	Varies
Professional Association Fees	ANFP - \$64.00	ANFP - \$64.00
Total Estimated Cost	\$4,171.10 +	\$12,802.30 +

SCHOLARSHIPS

There are several scholarship opportunities that may be reviewed on the College website. Additionally, the ANFP Foundation began awarding scholarships to members in need of support for attendance and travel fees to the major educational events. Ten scholarships of \$500 each are available for the ANFP Annual Meeting in August and 10 scholarships of \$300 each are available for two Regional Meetings in the spring. Scholarship funds may also be available for attendance at other ANFP educational events. In addition, the ANFP Student Scholarship program annually awards \$1,000 each to the students to assist with their school tuition and fees. For more information, visit, www.supportANFP.org for the scholarship applications and due dates for the applications.

SERVSAFE EXAMINATION

Students will receive the required education to become eligible to take the ServSafe Examination as part of the NTR130 Food Operations course. Student exams will be submitted to the National Restaurant Association (NRA) for grading. Certificates for students that pass the exam will be mailed to the Program Coordinator and provided to each student that has successfully completed the exam.



NON-NUTRITIONAL DIRECTED PRACTICE (FIELD EXPERIENCE) WAIVER

Some students may be eligible, in accordance with ANFP requirements to have the non-nutritional portion (Food Operations and Dietary Systems) of the directed practice (field experience) waived. Per ANFP, the student must have a minimum of two years' experience in a managerial or supervisory capacity in non-commercial foodservice. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice is defined as organizations or corporations such as hospitals, nursing homes, schools, military, correctional, or community feeding programs. Restaurant or other commercial foodservice settings do not count towards meeting this requirement. Waiver form must be submitted and approved (see Appendix B).

PRIOR COURSEWORK CREDIT

Credit for other coursework that was previously taken by a current Certified Dietary Manager may be considered for credit applied to the Associate of Science in Dietary Management. This will be reviewed on an individual basis by the Program Coordinator.

Appendix A – Program Curriculum Sheets

 	CAREER ENHANCEMENT CERTIFICATE DIETARY MANAGER <i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing.</i> <i>Refer to Policy No. 3357:15-13-28.</i>	2021 Catalog Effective Summer 2020
		3566

Health and Public Services Division

Therapy & Wellness Programs Department

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ITD122	Computer Applications for Professionals [^]	3	ITD100 or Proficiency	
NTR121	Nutrition for Health	3	IDS102 or Proficiency	
NTR122	Introduction to MNT	1	NTR121	
NTR130	Food Operations	3		
DTR228	Dietary Systems	3		
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission	
DMA145	MNT Directed Practice	1	Permission	
DMA155	Dietary Systems Directed Practice	1	Permission	
TOTAL CREDIT HOURS		16		

STUDENT ADVISING NOTES

Academic Advising



Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission
ITD122	Computer Applications for Professionals [^]	3	ITD100 or Proficiency
NTR121	Nutrition for Health	3	IDS102 or Proficiency
NTR130	Food Operations	3	
		10	
<u>Second Semester</u>			
DMA145	MNT Directed Practice	1	Permission
DMA155	Dietary Systems Directed Practice	1	Permission
DTR228	Dietary Systems	3	
NTR122	Introduction to MNT	1	NTR121
		6	
TOTAL CREDITS		16	

[^]Based upon SSC placement score.

This coursework is in compliance with the requirements of the Association of Nutrition and Food Service Professionals.

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 Stark State COLLEGE 	ONE-YEAR CERTIFICATE DIETARY MANAGER <i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing.</i> <i>Refer to Policy No. 3357:15-13-28.</i>	2021 Catalog Effective Summer 2020
		3564 Pre-3565

Health and Public Services Division

Therapy & Wellness Programs Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ITD122	Computer Applications for Professionals [^]	3	ITD100 or Proficiency	
NTR130	Food Operations	3		
NTR122	Introduction to MNT	1	NTR121	
DTR122	Life Cycle Nutrition	3	NTR121	
DTR228	Dietary Systems	3		
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission	
DMA145	MNT Directed Practice	1	Co-NTR121 or Permission	
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission	
TOTAL		16		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
BIO101	Introduction to Anatomy & Physiology [^]	3	IDS102 or Proficiency	
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency	
COM121	Effective Speaking	3		
MAT103	Medical Law and Ethics	3		
MTH125 or MTH105 or MTH124	College Algebra ^Ω [^] or Math for Allied Health [^] or Statistics ^Ω	4 or 3 or 3	<i>Check for prerequisites</i>	
NTR121	Nutrition for Health	3	IDS102 or Proficiency	
TOTAL		19-20		
TOTAL CREDIT HOURS		35-36		

[^]Based on SSC placement scores.

^{^^}To promote student success, this course should be taken in the first semester.

^Ω MTH125 College Algebra or MTH124 should only be taken by students planning to transfer to a four-year institution.

This coursework is in compliance with the requirements of the Association of Nutrition and Foodservice Professionals.

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FULL-TIME STUDENT ADVISING NOTES

Academic Advising

Each student should make an appointment to see their advisor every semester before registering for classes. Please have your registration form completed, including the courses you wish to take, for this meeting.



Course Sequence

The semester-by-semester listing below provides the normal scheduling option for students seeking a one-year certificate.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission
ITD122	Computer Applications for Professionals^	3	ITD100 or Proficiency
MAT103	Medical Law and Ethics	3	
NTR121	Nutrition for Health	3	IDS102 or Proficiency
NTR130	Food Operations	<u>3</u>	
		14	
 <u>Second Semester</u>			
BIO101	Introduction to Anatomy and Physiology	3	IDS102 or Proficiency
DMA145	MNT Directed Practice	1	Co-NTR121 or Permission
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission
DTR122	Life Cycle Nutrition	3	NTR121
DTR228	Dietary Systems	3	
NTR122	Introduction to MNT	<u>1</u>	NTR121
		12	
 <u>Third Semester</u>			
COM121	Effective Speaking	3	
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
MTH125	College Algebra Ω^	4	
or	or	or	
MTH105	Math for Allied Health^	3	<i>Check for prerequisites</i>
or	or	or	
MTH124	Statistics^ Ω	3	
		9-10	
	TOTAL CREDITS	35-36	

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 	ASSOCIATE OF SCIENCE DIETARY MANAGER	2021 Catalog Effective Summer 2020
	<i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing.</i> <i>Refer to Policy No. 3357:15-13-28.</i>	3562 Pre-3563

Health and Public Services Division

Therapy & Wellness Programs Department

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
FRESHMAN EXPERIENCE				
SSC101	Student Success Seminar^^	1	Take first semester	
WRITTEN & ORAL COMMUNICATION: 9 credit hours minimum				
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency	
ENG221	Technical Report Writing	3	ENG124	
COM121	Effective Speaking	3		
SOCIAL & BEHAVIORAL SCIENCES: 6 credit hours minimum				
PSY121	General Psychology^	3	IDS102 or Proficiency	
SOC121	Sociology^	3	IDS102 or Proficiency	
ARTS & HUMANITIES: 6 credit hours minimum				
	Arts & Humanities Elective ¹	6	Check for prerequisites	
NATURAL SCIENCES: 12 credit hours minimum				
BIO101	Introduction to Anatomy and Physiology^	3	IDS102 or Proficiency	
BIO123	Principles of Human Structure and Function#	5	BIO101 or Proficiency	
BIO221	Principles of Microbiology	4	BIO122 or BIO123 or BIO141	
MATHEMATICS: 3 credit hours minimum				
MTH105 or MTH125 or MTH124	Math for Allied Health^ or College AlgebraΩ^ or StatisticsΩ^	3 or 4 or 3	Check for prerequisites	
TOTAL		37-38		

^Based on SSC placement scores.

^^To promote student success, this course should be taken in the first semester.

Ω MTH125 College Algebra or MTH124 should only be taken by students planning to transfer to a four-year institution.

¹Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222

BIO121 and BIO122 can be substituted for BIO123

This coursework is in compliance with the requirements of the Association of Nutrition and Foodservice Professionals.

This program requires an application (separate from the College).

Please see your advisor to discuss the application process.

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Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
Concentration Core: All are required				
ITD122	Computer Applications for Professionals [^]	3	ITD100 or Proficiency	
NTR121	Nutrition for Health [^]	3	IDS102 or Proficiency	
NTR130	Food Operations	3		
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121	
DTR228	Dietary Systems	3		
MAT103	Medical Law and Ethics	3		
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission	
DMA145	Medical Nutrition Therapy Directed Practice	1	NTR121 and Co-NTR122 or Permission	
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission	
DTR122	Life Cycle Nutrition	3	NTR121	
DTR121	Food Science Principles	3		
TOTAL		25		
TOTAL CREDIT HOURS		62-63		

[^]Based on SSC placement scores.

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FULL-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for full-time associate degree students who plan to finish in two years.

Elective Additional Credit

Self-selection of course and not following the approved degree program could adversely affect graduation, transfer to a 4-year institution, and financial aid. Visit Transferology at <http://www.transferology.com> to assist in developing a plan for transferring to another college or university. Students should select Ohio Transfer Module approved and TAG approved courses.

Bachelor's Degree

Bachelor's degree requirements and course transferability are controlled by the institution to which the student plans to transfer.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
IDT122	Computer Applications for Professionals^	3	ITD100 or Proficiency
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission
NTR121	Nutrition for Health^	3	IDS102 or Proficiency
NTR130	Food Operations	3	
		<u>14</u>	
<u>Second Semester</u>			
<i>Arts & Humanities Elective¹</i>			
BIO101	Introduction to Anatomy and Physiology^	3	Check for prerequisites IDS102 or Proficiency
DMA145	Medical Nutrition Therapy Directed Practice	1	NTR121 and Co-NTR122 or Permission
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission
DTR228	Dietary Systems	3	
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121
		<u>12</u>	
<u>Third Semester</u>			
ENG221	Technical Report Writing	3	ENG124
SOC121	Sociology^	3	IDS102 or Proficiency
		<u>6</u>	
<u>Fourth Semester</u>			
DTR121	Food Science Principles	3	
PSY121	General Psychology^	3	IDS102 or Proficiency
MTH105	Math for Allied Health^	3	
or	or	or	
MTH125	College AlgebraΩ^	4	<i>Check for prerequisites</i>
or	or	or	
MTH124	StatisticsΩ^	3	
BIO123	Principles of Human Structure and Function#	5	BIO101 or Proficiency
		<u>14-15</u>	
<u>Fifth Semester</u>			
<i>Arts & Humanities Elective¹</i>			
COM121	Effective Speaking	3	<i>Check for prerequisites</i>
DTR122	Life Cycle Nutrition	3	NTR121
BIO221	Principles of Microbiology	4	BIO122 or BIO123 or BIO141
MAT103	Medical Law and Ethics	3	
		<u>16</u>	
	TOTAL CREDITS	62-63	

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Requirement II: College Accountability

Sample Form: Non-Nutritional Field Experience Waiver

The student must have a minimum of two years' experience in a managerial or supervisory capacity in non-commercial foodservice. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice is defined as organizations or corporations such as hospitals, nursing homes, schools, military, correctional, or community feeding programs.

Sample Form: Non Nutritional Field Experience Waiver	
Current Employment - to be completed by the student	
Student Name	
Job Title	
Dates of Employment	
Place of Employment	
Work Phone	
Address	
City, State, Zip	
Name of Immediate Supervisor	
Title of Immediate Supervisor	
Supervisor's Work Phone	
To be completed by supervisor	
Student employed under my supervision from/to	
Duties performed by student	
Has candidate performed satisfactorily while under your supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any information which would adversely reflect on the character or competence of this person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby certify that the above information is correct to the best of my knowledge	
Supervisor Signature	<div style="border-bottom: 1px solid black; width: 100%;"></div> Date: <div style="border-bottom: 1px solid black; width: 100px;"></div>
Student Signature	<div style="border-bottom: 1px solid black; width: 100%;"></div> Date: <div style="border-bottom: 1px solid black; width: 100px;"></div>

Signed Statement

I have read the Dietary Manager Program Student Handbook and the complete policies cited from the Stark State College Student Handbook and Stark State College Policies and Procedures Manual. All my questions regarding the policies and procedures discussed in the above mentioned handbooks and manual have been thoroughly answered. I understand all of the information referenced to in this student handbook, and I agree to adhere to these policies while enrolled as a student in the Dietary Manager Program.

Signature

Date

Please print name