

Stark State College



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

DIETETIC TECHNICIAN PROGRAM

**Revised date: 7/9/2020
Approved by Program Advisory Committee: 12/1/2017
Approved by Academic Policies and Procedures: N/A
Approved by Board of Trustees: N/A**

HANDBOOK INTRODUCTION

The purpose of this Handbook is to familiarize you, the student, with the policies and procedures of Stark State College and the Dietetic Technician 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

Dietetic Technician Program Mission Statement

The Dietetic Technician Program of Stark State College will provide general and technical course work required to prepare the student to acquire the skills, knowledge and competencies defined by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics for successfully passing the competency examination for the Registered Dietetic Technician. The program is designed to meet the needs of the community in regards to the constantly changing environment of nutrition and dietetics and to prepare the student for a transferable advanced education in the area of dietetics.

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 policies may vary from Stark State College policy. This program reserves the right to modify Program specific policies under the Stark State College Departmental Academic policy (see Policy 3357.09(K):15-13-38).

PHILOSOPHY

The philosophy of the Dietetic Technician 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 dietetic technicians

GOALS

Program Goal 1 and Outcome Measures:

The Stark State College Dietetic Technician Program (DTP) will prepare the student to practice as an Entry Level Dietetic Technician

- a. Over a five-year period, the pass rate for program graduates taking the registration examination for the first time will be at least 70%
- b. Over a five-year period of time, 70% of the graduates who seek employment will be employed in dietetic-related positions within twelve months of completing the program.
- c. Over a five-year period of time, 70% of students who do not seek full time employment in the dietetics area will apply to a local college to begin a four-degree in Dietetics.
- d. 70% of the students admitted to the program will complete the program within three years of beginning the program. (The student is considered to enter the program in the freshman/first semester. The student is expected to graduate within the planned timeframe of two years or five semesters. If the student needs additional time, 150% of the time would be 8 semesters)
- e. 70% of the graduates with entry level practice skills will be rated by their employer as average or above on an Employer Satisfaction Survey.

Program Goal 2 and Outcome Measures:

Dietary Program staff will prepare interesting and challenging materials for the curriculum that will enhance learning and promote the need for the student to seek advanced education in the area of dietetics.

- a. At least 90% of the dietary instructors use a variety of teaching methods to address the curriculum requirements
- b. At least 90% of the program preceptors will rate the students as “excellent” or “good” in the performance standards on the supervised practice evaluations

Program Goal 3 and Outcome Measures:

All competencies and curriculum components are taught successfully and students achieve proficiency in the competencies.

- a. At least 70% of the students will achieve a grade of “C” or better in all dietary coursework.
- b. At least 70% of students will successfully transfer the classroom materials to the competencies performed in the Directed Practice, as indicated by an excellent (2) or satisfactory (1) by their preceptor.

LEARNING OUTCOMES (PLOs)

The Program Learning Outcomes are as follows:

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

These competencies are in addition to the General Learning Outcomes at Stark State College:

- Effective communications
- Quantitative literacy (Includes computational skills)
- Information literacy skills
- Critical thinking skills
- Global and diversity awareness
- Civic, professional and ethical responsibilities

In meeting the General Learning Outcomes Assessment, the Dietary Program expects to assess the above skills and to assist the student in mastering them. As such, the Dietary Program will grade written work for grammar, math functions, and require usage of the computer in its courses.

ACCREDITATION STATEMENT

The Stark State College Dietetic Technician Program has been granted full accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), and prepares students for employment in the area of nutrition care, food service management, community nutrition, and business and industry. The ACEND/AND may be reached at:

ACEND/Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago IL 60606-6995
(312) 899-0040, ext.5400
www.eatright.org/ACEND

ORIENTATION

Every Dietetic Technician student is required to attend a Dietary Program Orientation. There are typically two orientations held prior to each Fall 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” statement, 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 Dietetic Technician Program as evidenced by 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. The student must complete all graduation requirements within the allowed eight (8) semesters, from the beginning of the program.

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.

Candidates must complete an application for graduation form and pay the fee, according to the timelines established by the College, as found on the College web page.

At the time of graduation, the Program Director will complete required paperwork for each student’s verification statement allowing graduating students to be eligible to take the Registration Examination for Dietetic Technician candidates. This paperwork will be submitted to the Commission on Dietetic Registration (CDR) and they will send the student the required information to take the examination. The entire process, from the time the CDR receives the program director candidate eligibility information to the time the candidate receives the Pearson VUE examination application email, is 3 to 4 weeks.

GRADING POLICY

The Dietetic Technician 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 Dietetic Technician 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 Dietetic Technician 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 Dietetic Technician program.
2. A grade of "D" or "F" in any 2 or more technical courses in the Dietetic Technician 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 Academy of Nutrition and Dietetics Professional 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:

1. 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).
1. 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.
 - a. 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.
 - b. 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.
2. The student must contact Financial Aid to review their financial aid status.
3. Attach a type-written letter answering the following questions clearly and completely:
 - a. What behaviors and circumstances led to your academic dismissal?
 - b. 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?

- c. What will you do to succeed in the program you have chosen?
4. Submit the completed *Health and Public Services Readmission Application* and *letter* to the appropriate department chair/program coordinator.
5. 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:

1. 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).

REMEDIATION

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.

Early Alerts

Students not making satisfactory academic progress (below “C” level) in a class will be sent an Early Alert letter from the Academic Records/Registrar’s office and an electronic communication on or before the completion of 25% of the course. This letter and electronic communication will inform students of their lack of academic progress and will detail various academic support services available to them through the College. The Early Alert letter is not part of the student’s permanent academic record.

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

NTR130L Food Operations Lab

This lab coincides with the Food Operations course, NTR130 for Dietetic Technician majors only. The student will prepare foods using skills and methods learned in lecture. Labs will include preparation of all variety of foods, recipes, cultural and ethnic foods and modified foods for medical diets.

1.000 Credit hours/3.000 Lab hours

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

DTR223 Nutrition/MNT Directed Practice

Under the supervision of a registered/licensed dietitian, the student will complete 160 hours of directed practice in a clinical setting, within a 16 week semester. The student will shadow the dietitian and observe the Nutrition Care Process, including the process of nutrition assessment, diagnosis, intervention and evaluation and monitoring. During this rotation, the student will also review charts for medical record documentation, anthropometric data, food-drug interactions and the interpretation of laboratory values. The student will work with the dietitian in examining and participating in the role of the Dietetic Technician in the prevention and treatment of illness and chronic diseases. Applications of treatment will be observed in the management of diseases.

2.000 Credit hours/10.000 Other hours

DTR225 Community Nutrition

This course is an introduction to the program planning, policies, resources, and nutrition issues specific to community nutrition. The student will also be provided with an understanding of creating and implementing nutrition programs for various life cycle stages.

3.000 Credit hours/3.000 Lecture hours

DTR226 Community Nutrition Directed Practice

Under the supervision of a registered/licensed dietitian or other qualified preceptor, the student will complete 160 hours of directed practice in a community setting, within a 16 week semester. The student will shadow the dietitian or preceptor, using skills and knowledge learned in Community Nutrition (DTR226), Applied Nutrition (DTR123), Life Cycle Nutrition (DTR122) and Cultural Nutrition (DTR). Students will be placed in community settings, including schools, day cares, WIC, Head Start, Mobile Meals, Nursing Homes, Health Departments, YMCA/YWCA, Cooperative Extension Offices or other community settings.

2.000 Credit hours/10.000 Other 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

DTR229 Professional Dietetics

Final course in the Dietetic Technician program that brings all of the issues of Dietetics together on a professional level: counseling skills, Nutrition Care Plans, team building, professionalism, ethics, management skills and current practices. Current research will be reviewed and analyzed. Review of the material for the registration examination.

1.000 Credit hours/1.000 Lecture hours

DTR231 Foodservice Directed Practice

Under the supervision of a registered/licensed dietitian or other qualified foodservice preceptor, the dietetic technician student will complete 160 hours of directed practice in a foodservice setting, within a 16-week semester. The student will participate in all of the stations involved in foodservice in order to understand the workings of a kitchen. During this directed practice the student will work with the Foodservice Director and apply the knowledge/skills that have been learned from previous coursework.

2.000 Credit hours/10.000 Other hours

DTR235 Medical Nutrition Therapy I

Students will develop an understanding of the steps of the Nutrition Care Process (assessment, diagnosis, intervention, and monitoring and evaluation), which will be systematically utilized to explore nutrition-related problems. Coursework includes the nutritional implications of pathological conditions and alterations to diet for specific health issues or disorders, including but not limited to diseases of energy imbalance, cardiovascular system, upper gastrointestinal tract, and the endocrine system.

3.000 Credit hours/3.000 Lecture hours

DTR236 Medical Nutrition Therapy II

The steps of the Nutrition Care Process (assessment, diagnosis, intervention, and monitoring and evaluation) will be systematically utilized to explore nutrition-related problems. Coursework includes nutritional implications of pathological conditions and alterations to diet for specific health issues or disorders, including but not limited to diseases or disorders of the lower gastrointestinal tract,

gallbladder, liver, hematological, renal and respiratory systems. Additional topics include nutritional management of cancers, musculoskeletal, neurological, metabolic disorders, and the use of enteral and parenteral support as a means of nutritional intervention.

3.000 Credit hours/3.000 Lecture hours

Course Sequencing

The Dietetic Technician Program is developed in such a way that students are to follow a course sequence to ensure progressive learning and development of knowledge and skills. The Program's curriculum sheet is available in Appendix A.

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 prior to or concurrently with the graduation application deadline. Suggested course sequence is made available with the curriculum sheet in Appendix A.

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. This policy is written by Chicago Insurance Company and covers "claims arising out of real or alleged malpractice when the injury being claimed is the result of error, accident, or omission. Payment on all court costs is also provided. Expert legal counsel and claims adjusters are immediately available to aid and defend the insured without cost."

Limits of professional liability are \$1,000,000 for each claim up to a total of \$3,000,000 in any one year.

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.

Student Records/Privacy

As part of the Program requirement, directed practice facilities will be provided with attestation statements and/or copies of the following information regarding the student working at the directed practice site:

- FBI/BCI (Bureau of Criminal Investigation) eligibility letter
- Health Insurance, if applicable
- Professional Liability Insurance
- Health information: including immunizations, TB and the general physical exam.

Stark State College recognizes its obligation to preserve student privacy rights in compliance with the Family Education Rights and Privacy Act of 1974. All SSC employees and directed practice site preceptors with access to the student's records are expected to maintain confidentiality. All students will sign an agreement upon entry into the Program that acknowledges the use of the above information. CastleBranch will serve as the student's document manager.

In accordance with the College policy regarding student records, all information entered in a student's file is available for inspection by that student upon presentation of appropriate College identification, except for that information described in Section 3357.09(K):15-19-04 of the Policies and Procedures as adopted by the Board of Trustees of Stark State College. Additional details regarding requests are contained within the Student Handbook.

Travel Insurance

Students assume responsibility for accident liability to and from any off-campus activities, such as field trips, professional meetings, or the directed practice rotations.

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

Dietetic Technician 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. The Disability Support Services (DSS) office offers a variety of services and accommodations to students with disabilities based on appropriate documentation, nature of the disability, and academic need. In order to initiate services, students should meet with the DSS staff early in the semester to discuss their needs. The DSS staff determines specific accommodations and services. If a student with a disability does not request accommodations through the DSS office, the instructor is under no obligation to provide accommodations. You may contact the DSS office at 330-494-6170, ext. 4935, to schedule an appointment. The DSS office is located in B104.

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.

Course/College Withdrawal

A student may withdraw from a course or all courses from the College during the first fourteen (14) days of any academic period. A student has not officially withdrawn from a class until withdrawing from the courses online, or his or her "Schedule Change" form is submitted to the Academic Records/Registrar's Office. Any changes made during this period will not become a part of the student's transcript.

After the first fourteen days, the College gives students an opportunity to withdraw from a course or all courses without academic penalty provided they withdraw from the courses on or before the published withdrawal date. A student will not be withdrawn from a class simply because he or she stops attending. A grade of "W" will appear on the student's transcripts as long as the student withdraws before the published withdrawal date. Withdrawing from a course or courses is the student's responsibility; it is also the student's responsibility to be aware of the published withdrawal date and to satisfy any financial obligations to the college. A student has not officially withdrawn from a class until withdrawing from the course online or his or her "Schedule Change" form is submitted to the Academic Records/Registrar's Office. Dates for the last days to withdraw are posted every semester on the College web page, www.starkstate.edu, as well as on course syllabi.

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. 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 ACEND's requirements for a minimum of directed practice hours. 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, as well as the possibility of completing the hours. 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 ACEND. 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. 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 verification of hours statement with all hours and signed by the facility preceptor prior to the final grade for the class. Failure to meet hours, complete competencies, 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.

Prior to the student beginning an experience, the Program Coordinator will have a signed Preceptor Agreement indicating the responsibilities of the College, the Preceptor, and the Student. The Program or Clinical Coordinator will coordinate with the preceptor for verification of all of the student's eligibility requirements and for completion of the Preceptor Agreement, as soon as possible, to enable the student to begin the directed practice site within the established timeframe.

Purpose of Directed Practice

It is the intention of the Directed Practice rotations that they are to be an educational environment in which the student is able to reinforce the learning of the coursework and the mastery of the competencies. It is not intended to function as a replacement for a missing employee. If at any time, the student feels that the position is being used as a replacement for an employee, the student needs to notify the Program Coordinator immediately.

Additionally, 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.

Directed practices are reality-oriented learning activities. All field sites are in institutions, agencies or organizations that are accredited or approved by their appropriate agencies with sufficient and experienced personnel, adequate equipment, and opportunities to provide the type of experience that is needed for a specific directed practice. They are designed to help the student achieve the course's behavioral objectives. This program provides coursework that enables the student to master all learning required to complete the competencies in the directed practices. The Program provides 480 hours of structured directed practice. The directed practice hours are divided into a minimum of 160 hours in each of the following: Nutrition/Medical Nutrition Therapy (MNT), Foodservice Operations and Community Nutrition.

Additional details and requirements for the directed practice coursework will be provided to each dietetic technician student in a Directed Practice Manual. The manual includes sample learning activities for competencies, reiterates policies stated within this Handbook, and provides copies of all required forms to successfully complete the directed practice.

Holiday/College Breaks/Program Calendar

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. The Dietetic Technician Program follows the Academic Calendar as published by the College (see Appendix B).

Leave of Absence

Student's that require a military leave of absence will be addressed in accordance with College policy. All other leave of absence requests will be managed by the Program Coordinator on a case-by-case basis.

Directed Practice Dress Code/Attire

Students are considered professionals representing not only themselves, but also Stark State College and the Dietetic Technician Program. 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 Dietetic Technician students are required to purchase a navy Dietary polo from the bookstore to be worn for the foodservice rotation. Other options include a plain navy blue polo, or a long sleeve white or light blue button dress shirt.
- 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.
- Foodservice rotation: Shoes must be clean and of athletic shoe and sole material, i.e. non-slip. Community/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. Teeth are to be brushed daily.
- For students enrolled in Community/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

In accordance with the requirement established by ACEND, graduates of the Dietetic Technician Program will meet the following competencies/learning outcomes of the program based on the 2017 Core Knowledge and Competencies through directed practice and didactic coursework:

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

- KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.
- KNDT 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KNDT 1.3 Apply critical thinking skills.
- CNDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources.
- CNDT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence.
- CNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.
- CNDT 1.4 Implement actions based on care plans, protocols, policies and evidence-based practice.

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

- KNDT 2.1 Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.
- KNDT 2.2 Demonstrate effective interviewing and education methods for diverse individuals and groups.
- KNDT 2.3 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
- KNDT 2.4 Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.
- KNDT 2.5 Demonstrate an understanding of cultural competence/sensitivity.
- KNDT 2.6 Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.
- KNDT 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KNDT 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
- CNDT 2.1 Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.
- CNDT 2.2 Use clear and effective oral and written communication.
- CNDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience.
- CNDT 2.4 Demonstrate active participation, teamwork and contributions in group settings.

- CNDT 2.5 Function as a member of interprofessional teams.
- CNDT 2.6 Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.
- CNDT 2.7 Participate in professional and community organizations.
- CNDT 2.8 Demonstrate professional attributes in all areas of practice.
- CNDT 2.9 Show cultural competence in interactions with clients, colleagues and staff.
- CNDT 2.10 Perform self-assessment and develop goals for self-improvement throughout the program.
- CNDT 2.11 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CNDT 2.12 Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CNDT 2.13 Practice and/or role play mentoring and precepting others.

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

- KNDT 3.1 Use the Nutrition Care Process for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.
- KNDT 3.2 Implement interventions to effect change and enhance wellness in diverse individuals and groups.
- KNDT 3.3 Present an educational session to a target population.
- KNDT 3.4 Describe the processes involved in delivering quality food and nutrition services.
- CNDT 3.1 Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.
- CNDT 3.2 Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups and populations in a variety of settings.
- CNDT 3.3 Provide nutrition and lifestyle education to well populations.
- CNDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population.
- CNDT 3.5 Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience.
- CNDT 3.6 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.
- CNDT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.

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

- KNDT 4.1 Describe human resource management processes.
- KNDT 4.2 Explain budgeting principles and techniques.
- KNDT 4.3 Apply safety principles related to food, personnel and consumers.
- KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.
- CNDT 4.1 Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.

- CNDT 4.2 Perform supervisory, education and training functions.
- CNDT 4.3 Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data.
- CNDT 4.4 Participate in development of a plan for a new service including budget.
- CNDT 4.5 Implement and adhere to budgets.
- CNDT 4.6 Assist with marketing clinical and customer services.
- CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

Assessment of Student Learning/Competencies

Students are assessed within the didactic courses using a variety of methods, such as quizzes, tests, presentations, case studies, projects, etc. Students must pass all technical courses with a grade of “C” or higher. Students that are informed of progress through Early Alerts, Midterm Grades, and regular feedback in the form of assignment grades and comments. Students that are not making satisfactory progress are encouraged to meet with the instructor to identify options to help the student achieve success. This may include College resources, such as Disability Support Services, Counseling Support Services, Tutoring or Learning Centers, the Writing Center, English Learner’s Lab or additional remediation support by the instructor. All of these resources can be accessed through the College website.

During the directed practices experiences, the student will be evaluated at the mid-point and at the final of the rotation if he/she is assigned to the site for the entire 160 hours. For the mid-point evaluation, the student will be expected to meet with the preceptor and Program/Clinical Coordinator, and review the completed competencies and assignments to date, as well as student performance. Both the preceptor and the student will sign a midpoint evaluation and submit it to the Program/Clinical Coordinator. A midpoint evaluation is done for the benefit of the student in the event that there are issues that could cause a problem with the completion of the directed practice experience hours. If a problem is determined to exist, all efforts will be made to rectify the issues at the immediate site. In the event that problems cannot be corrected due to the specific site placement, the Program Coordinator will make every reasonable effort to place the student in another facility, if available. If a preceptor asks for the student to be removed from the rotation due to behavior issues, the student will be given the option of receiving an “F” or withdrawing from the directed practice. For students assigned split rotations, i.e. 80 hours at 2 different facilities, the student will receive an evaluation for each site, and will also complete a self, site, and preceptor evaluation for each location.

Assessment of progress in the directed practice is completed using the Directed Practice Competency Forms. The student must have a minimum of a score of “1” in each competency, to pass the course. The student will be considered to have passed the directed practice experience successfully when both the preceptor and Program/Clinical Coordinator are in agreement on the completion of the directed practice experience components. Every student is expected to have correct up-to-date paperwork (daily log sheets, hours recorded, and competency forms) during the directed practice. Students are expected to submit the logs on a weekly basis to the instructor. A final portfolio evidencing logs, hours, and competencies with supporting documentation will be submitted for the final grade. Failure to successfully complete and submit the portfolio in accordance with the guidelines provided may result in failure of the directed practice.

Each directed practice experience has a student directed practice evaluation process (Evaluation of Self, Site, and Preceptor form), which corresponds with the directed practice course, and provides students with an opportunity to provide feedback regarding the facility and preceptor. The Program Coordinator or Clinical Coordinator will address any significant concerns. See “Complaints” section for additional details regarding how students may file complaints. In an effort to manage concerns, student should review the student logs and deal with any issues and review the student’s progress at the site with the Program/Clinical Coordinator on a weekly basis.

Failure of Directed Practice

In the event that it is determined by the preceptor and the instructor and Program Coordinator that a student has not successfully passed all of the directed practice competencies, the student will be given an “F” and asked to retake the directed practice. The ACEND guidelines require a minimum of 150 hours in each core area and completion of all competencies with a passing score. The Program Coordinator has constant communication with the preceptors in regards to a students’ progress. The program has been designed to minimize last minute failures of students from a lack of work related to the competencies. The Program Coordinator, and/or instructor will meet with the preceptor to discuss the problems. The program will make every effort to promote student success. Students are asked during the weekly meetings to inform the instructor and/or Program Coordinator of any problems. If the student has failed to alert the faculty to any problems, it is not the responsibility of the faculty to resolve any unknown problems. In the event that the preceptor should contact the instructor or Program Coordinator and indicate a problem with a student, the student will be asked to meet with the Program Coordinator.

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 Dietetic Technician. Violation of the Code of Ethics for the Profession of Dietetics (see below) and/or the Student Code of Conduct carries consequences up to and including dismissal from the Program and/or College.

Code of Ethics for the Profession of Dietetics

Principles and Standards:

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

Nutrition and dietetics practitioners shall:

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

h. Practice within the limits of their scope and collaborate with the inter-professional team.

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.

- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. The 2018 Code of Ethics for the Nutrition and Dietetics Profession is in effect as of June 1, 2018

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 Dietetic Technician. 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.

Behavior in both lecture and directed practice should model professional behaviors. Behavior should be that of the behavior that you would exhibit in a career employment position. Preceptors will be evaluating the student's behavior throughout the directed practice.

Part of professional behavior is the maintenance of patient confidentiality. Any medical information that is learned in regards to a patient or the facility is to be treated as confidential information. Students are required to maintain strict adherence to patient confidentiality at all times. Directed practice sites may require the student to sign a statement of confidentiality.

In the event that a preceptor feels the student's behavior is not appropriate for the position, the preceptor will schedule a meeting with the Program Coordinator to discuss a possible Behavior Agreement with the student, or to request the withdrawal of the student from the directed practice. If dismissed as a result of a conduct violation, the student shall immediately leave the directed practice site and thereafter have no rights or recourse against the site, its employees, as a result of that decision or any other matter whatsoever.

The Program Coordinator will review all incidents resulting in the student's dismissal from the site and will determine disciplinary consequences up to and including failure of the course or dismissal from the

program. If the student is dismissed from the program, the student will not be permitted to reapply to the program. In the event that the Program Coordinator decides that the student may continue in the program, a Behavior Agreement will be required of the student. If a student is asked to be removed from a directed practice for any behavior related cause, the student will not be placed in another site during that semester. For the next available semester, depending upon site availability, a Behavior Agreement will be individually designed to take into considerations the behaviors that need to be addressed by the student. Failure to comply with a Behavior Agreement will result in an immediate dismissal from the program.

BLOODBORNE PATHOGENS

Students receive education in each specific directed practice 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. Students in the Dietetic Technician Program are expected to have completed at least 25 hours of service by the time the student is enrolled in DTR229 Professional Dietetics.

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.

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

Academy of Nutrition and Dietetics (AND)

Student membership in the Academy of Nutrition and Dietetics (AND) is available and strongly encouraged for all Dietetic Technician students while they are in school. Students are required to join in the second year of the program in order to access resources for coursework. Current cost is \$58.00.

Benefits of a student AND membership includes:

1. The ability to use the academy publications to assist in development of a career path.

2. Discover academy scholarship opportunities.
3. Network with other dietetic students
4. Access scientific research that can be used now

Students may access a membership application via the web:

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>

Ohio Academy of Nutrition and Dietetics (OAND), Stark County Dietetic Association (SCDA), and Greater Akron Academy of Nutrition and Dietetics (GAAND)

Student membership in AND provides eligibility for students to become automatic members of OAND, and students are eligible to join the local dietetic association for a nominal membership fee. Local dietetic association information may be obtained through www.eatrightohio.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.

LICENSURE

While students are not licensed upon completion of the Dietetic Technician Program, students are eligible to take the credentialing exam to become a Dietetic Technician, Registered (DTR) or Nutritionist Dietetic Technician, Registered (NDTR). The Academy of Nutrition and Dietetics has recognized the use of Nutrition and Dietetics Technicians, Registered (NDTR)* or a Dietetic Technicians, Registered (DTR) as credentials for students that have successfully graduated from an accredited program and have successfully passed the national registration examination for dietetic technicians.

Credentialing Exam

Upon graduation, the Program Director will provide eligibility paperwork utilizing completed verification forms for CDR to begin the process for the student to be authorized to take the exam to earn the DTR/NDTR credential.

The computerized examinations are administered year round at over two hundred fifty (250) Pearson VUE test centers nationwide. Test sites are typically open Monday through Friday, with some centers also open on Saturdays. The examination fee is currently \$120 for dietetic technicians.

The CDR authorization to test expires after the test is taken or one (1) year after receipt of the examination application email, whichever occurs first. This means that examinees have 365 days from

receipt of the application email from Pearson VUE to register, pay, schedule and complete the examination. If examinees take the test and are unsuccessful, they must contact CDR in order to re-establish eligibility to take the test again.

ESTIMATED PROGRAM COSTS

(Subject to change)

	Dietetic Technician (Associate)
Processing Fee	\$95.00/yr
Maintenance Fee	\$35.00/sem.
Tuition (approx.)	\$12,751.60 (71 hr)
Dietary Textbooks/Class Resources (other courses vary)	\$2576.00
Health Requirements	\$150.00 or more
Medical Insurance (required by some sites)	Varies
CastleBranch Document Manager	\$35.00
Liability Insurance	\$15.00/year of practice
BCI/FBI Background	\$70.00/year of practice
ID badge	\$10.00
Drug Testing (only if required by the site)	Varies (\$25-\$100)
Lab Coat (if doing hospital rotation)	\$40.00
Transportation (car)	Varies
Professional Association Fees	AND-\$58.00/yr
Total Estimated Cost	\$14,567.00 +

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.

PRIOR COURSEWORK/EXPERIENCE CREDIT

In addition to the College Policy for Prior Learning, the Program will consider prior learning and work experience. Prior coursework must be reviewed by the Program Coordinator.

A minimum of 480 hours is required for directed practice in the Stark State College Dietetic Technology curriculum. It is the policy of the Dietetic Technician Program at Stark State College to allow for credit for prior experience as part of the 480 hours of directed practice.

In order for the student to qualify for the credit/partial credit the following must occur:

1. The student shall provide the Program Coordinator the following documentation of prior experience:
 - a. A job description of all positions that may count for prior experience
 - b. A written statement from the job supervisor, verifying
 - i. Length of employment
 - ii. Current employment-if applicable
 - iii. Performance review
 - iv. Recommendation letter
 - c. Length of time in the job related to the competency
 - d. A detailed list of job responsibilities and duties with length of time performed
2. The Program Coordinator will review the information with the student
3. The Program Coordinator will determine which competencies have been met
4. The Program Coordinator will determine the number of hours to be credited
5. The Program Coordinator will keep a file on each student
6. During the Directed Practice, the student must demonstrate the competency throughout their time.
7. If the student is unable to demonstrate the competency during the Directed Practice, the site shall contact the Program Coordinator for re-evaluation of the student's reduction of Directed Practice hours.

COMPLAINT POLICY

In addition to the College policy, in the event of a problem in a given course or with an instructor or preceptor, the student is entitled to due process. The following steps **MUST** be followed when the student has a complaint:

1. Contact the instructor or preceptor of the course involved to discuss the problem.
2. If the problem cannot be resolved on that level, contact the Program Coordinator from which the course is offered.
3. If the problem cannot be resolved on that level, contact the head of the department from which the course is offered.
4. If the problem cannot be resolved on that level, contact the Dean of the division from which the course is offered.
5. If the problem cannot be resolved on that level, contact the Provost.

In the event that the complaint involves an issue dealing with accreditation of the program, and it has not been resolved with the above complaint procedure, the student has the right, without recourse, to follow up with the complaint to the offices of ACEND, using the following information:

Academy of Nutrition and Dietetics
Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2000
Chicago IL 60606-6995
(312) 899-0040, ext.5400
www.eatright.org/ACEND

MISCELLANEOUS STUDENT RESOURCES

Financial Aid

Stark State College participates in a variety of federal and state aid programs to help meet the financial needs of students. These programs include grant assistance, work-study, scholarships, and student

loans. To apply for financial aid, go to www.starkstate.edu/finaid or contact the Financial Aid Office for an application packet. Additional guidelines regarding student financial aid are available on the web or in the Financial Aid Office in the Gateway.

Health Services

The College does not have an on-site health facility. Medical emergencies should be reported to the Reception Desk or the Security Office. In the event of an emergency, dial 911 for immediate assistance or the Security office at extension 4367. The Jackson Township Fire Department provides an emergency ambulance service to transport persons requiring emergency medical treatment to a nearby hospital.

Counseling Support Services

These supportive services provide you short term personal, social, emotional, and developmental consultation.

Counseling Services

- Individual counseling sessions are available to assist our students with a wide variety of personal concerns.

Intervention Services

- Stark State's intervention services assist the college administration, faculty, and staff in the support of our students' academic and personal success.



STEP UP and SPEAK OUT – suicide prevention

- Step Up and Speak Out is a suicide prevention initiative (HB 28) created to assist you in making choices when responding to individuals in emotional distress, those at risk for suicide and those who may exhibit disruptive behavior.

For counseling or intervention services:

- Elizabeth Inkinen-Schehl PCC-S at Ext. 4219, email ejurgensen@starkstate.edu or stop by Room B104 to schedule an appointment.

Appendix A – Program Curriculum Sheet

 	ASSOCIATE OF SCIENCE DIETETIC TECHNICIAN <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
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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				
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				
	Social & Behavioral Sciences Elective ¹	6	Check for prerequisites	
ARTS & HUMANITIES: 6 credit hours minimum				
	Arts & Humanities Elective ²	3	Check for prerequisites	
PHL122	Ethics (required)	3		
NATURAL & PHYSICAL SCIENCES				
BIO121	Anatomy and Physiology I [^] [^] (lab)	4	BIO101 or Proficiency	
BIO122	Anatomy and Physiology II (lab)	4	BIO121 or BIO123	
BIO221	Principles of Microbiology (lab)	4	BIO122 or BIO123 or BIO141	
CORE MATHEMATICS & DATA ANALYSIS COURSES: 3 credit hours minimum				
MTH124	Statistics [^] ^Ω	3	Check for prerequisites	
or		or		
MTH125	College Algebra [^] ^Ω	4		
or		or		
MTH105	Math for Allied Health [^]	3		
TOTAL		37-38		

[^]Based on SSC placement scores.

[^] Because of strong emphasis on science in this major, applicants must have successfully completed Biology in high school. Students who did not complete the courses in high school, and those who prefer to refresh their knowledge of the material, should complete the listed pre-requisites.

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

¹Social & Behavioral Sciences Electives: PSY121, PSY123, PSY124, PSY222, SOC121, SOC122, SOC123, SOC225

Three hours must be in the PSY electives and three hours must be in the SOC electives.

²Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG240, ENG241, HIS121, HIS122, HIS221, HIS222

This coursework complies with the requirements of the Accreditation Council for Education in Nutrition and Dietetics.

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				
DTR121	Food Science Principles	3		
DTR122	Life Cycle Nutrition	3	NTR121	
DTR223	Nutrition/MNT Directed Practice	2	<i>Permission</i>	
DTR225	Community Nutrition	3	NTR121	
DTR226	Community Nutrition Directed Practice	2	<i>Permission</i>	
DTR228	Dietary Systems	3		
DTR229	Professional Dietetics	1	<i>Permission</i>	
DTR231	Foodservice Directed Practice	2	<i>Permission</i>	
DTR235	Medical Nutrition Therapy I	3	NTR122	
DTR236	Medical Nutrition Therapy II	3	DTR235	
NTR121	Nutrition for Health	3	IDS102 or proficiency	
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121	
NTR130	Food Operations	3	Co-NTR130L	
NTR130L	Food Operations Lab	1	Co-NTR130	
TOTAL		33		
TOTAL CREDIT HOURS		70-71		

See page one for footnotes

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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 courses and not following the approved degree program could adversely affect graduation, transfer to a 4-year institution, and financial aid. Visit u-select at <http://www.transfer.org/uselect> 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	Take first semester
Arts & Humanities	Elective ²	3	Check for prerequisites
DTR121	Food Science Principles	3	
MTH124	Statistics [^] Ω	3	
or	or	or	
MTH125	College Algebra [^] Ω	4	
or	or	or	Check for prerequisites
MTH105	Math for Allied Health [^]	3	
NTR121	Nutrition for Health	3	IDS102 or Proficiency
NTR130	Food Operations	3	Co-NTR130L
NTR130L	Food Operations Lab	1	Co-NTR130
		17-18	
<u>Second Semester</u>			
BIO121	Anatomy and Physiology I (lab) [^] ▲	4	BIO101 or Proficiency
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011
			or proficiency
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121
DTR228	Dietary Systems	3	
DTR231	Foodservice Directed Practice	2	Permission
Social & Behavioral Sciences Elective ¹		3	Check for prerequisites
		16	
<u>Summer Semester</u>			
COM121	Effective Speaking	3	
Social & Behavioral Sciences Elective ¹		3	Check for prerequisites
		6	
<u>Third Semester</u>			
BIO122	Anatomy and Physiology II (lab)	4	BIO121 or BIO123
DTR225	Community Nutrition	3	NTR121
DTR226	Community Nutrition Directed Practice	2	Permission
DTR235	Medical Nutrition Therapy I	3	NTR122
ENG221	Technical Report Writing	3	ENG124
		15	
<u>Fourth Semester</u>			
BIO221	Principles of Microbiology (lab)	4	BIO122 or BIO123 or BIO141
PHL122	Ethics (required)	3	
DTR122	Life Cycle Nutrition	3	NTR121
DTR223	Nutrition/MNT Directed Practice	2	Permission
DTR229	Professional Dietetics	1	Permission
DTR236	Medical Nutrition Therapy II	3	DTR235
		16	
TOTAL CREDITS		70-71	

See page one for footnotes

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Appendix B – Academic Calendar

STARK STATE COLLEGE TENTATIVE CALENDAR

Summer Semester 8 wks	2019-2020	2020-2021	2021-2022	2022-2023
Memorial Day	27-May	25-May	31-May	30-May
Classes Begin	3-Jun	29-May	7-June	6-June
July 4 Holiday	4-Jul	3 - 4 Jul	5-Jul	4-Jul
Classes End	28-Jul	26-Jul	1-Aug	31-July
Summer Semester 1st 5 wks				
Classes Begin	3-Jun	29-May	7-June	6-June
July 4 Holiday	4-Jul	3 - 4 Jul	5-Jul	4-Jul
Classes End	7-Jul	2-Jul	12-July	11-July
Summer Semester 10 wks				
Classes Begin	3-Jun	29-May	7-June	6-June
July 4 Holiday	4-Jul	3 - 4 July	5-Jul	4-Jul
Classes End	11-Aug	9-Aug	16-Aug	15-Aug
Summer Semester 2nd 5 wks				
Classes Begin	8-Jul	6-Jul	13-July	12-July
Classes End	11-Aug	9-Aug	16-Aug	15-Aug
Summer Semester grades due	13-Aug	11-Aug	18-Aug	17-Aug
Fall Semester				
Faculty Return	19-Aug	24-Aug	23-Aug	22-Aug
Classes Begin	26-Aug	31-Aug	30-Aug	29-Aug
Labor Day	2-Sep	7-Sep	6-Sep	5-Sep
Fall Final Payment Due	3-Sep	8-Sep	7-Sep	6-Sep
Fall Holiday	14-Oct	12-Oct	11-Oct	10-Oct
1st 8 wk week session end	20-Oct	25-Oct	24-Oct	23-Oct
1st 8 wk grades due	23-Oct	27-Oct	26-Oct	25-Oct
2nd 8 week session starts	21-Oct	26-Oct	25-Oct	24-Oct
Last Day to withdraw from 16-week courses	18-Nov	23-Nov	22-Nov	21-Nov
Thanksgiving Recess	28 Nov - 1 Dec	26 - 29 Nov	25 - 28 Nov	24 - 27 Nov
Classes End	8-Dec	13-Dec	12-Dec	11-Dec
Final Examination	9 - 15 Dec	14 - 20 Dec	13 - 19 Dec	12 - 18 Dec
Grades Due	17-Dec	22-Dec	21-Dec	20-Dec
Faculty Last Day	18-Dec	23-Dec	22-Dec	21-Dec
Certificate Ceremony	18-Dec	22-Dec	21-Dec	20-Dec
Christmas Recess	24 - 25 Dec	24 - 27 Dec	24 - 27 Dec	23 - 26 Dec
New Year Day	1-Jan	1-Jan	31-Dec/1-Jan	2-Jan
Commencement	5-Jan	10-Jan	9-Jan	8-Jan
Spring Semester				
Faculty Return	6-Jan	11-Jan	10-Jan	9-Jan
Classes Begin	13-Jan	19-Jan	18-Jan	17-Jan
Martin Luther King, Jr. Day	20-Jan	18-Jan	17-Jan	16-Jan
Spring Final Payment Due	21-Jan	26-Jan	25-Jan	24-Jan
President's Day OBSERVED	18-Feb	16-Feb	22-Feb	21-Feb
1st 8 wk week session end	8-Mar	14-Mar	13-Mar	12-Mar
Spring Break	9 - 15 Mar	15 - 21 Mar	14 - 20 Mar	13 - 19 Mar
1st 8 wk grades due	18-Mar	23-Mar	22-Mar	21-Mar
2nd 8 wk week session starts	16-Mar	22-Mar	21-Mar	20-Mar
Spring Holiday	10 - 12 Apr	2 - 4 Apr	15 - 17 Apr	7 - 9 Apr
Last Day to withdraw from 16-week courses	13-Apr	19-Apr	18-Apr	17-Apr
Classes End	3-May	9-May	8-May	7-May
Final Examination	4 - 10 May	10 - 16 May	9 - 15 May	8 - 14 May
Grades Due	12-May	18-May	17-May	16-May
Faculty Last Day	14-May	20-May	19-May	18-May
Certificate Ceremony	13-May	19-May	18-May	17-May
Commencement	17-May	23-May	22-May	21-May

7/1/2020

Signed Statement

I have read the Dietetic Technician 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 Dietetic Technician Program.

Signature

Date

Please print name