

Stark State College



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

DIETARY MANAGER PROGRAM

**Minor Policy Revisions: 8/19, 7/20, 8/21, 5/22, 9/23, 8/24, 7/25
Major Revision: 8/2/2017
Approved by HPS Dean: 12/1/2017
Approved by Program Advisory Committee:
12/1/2017**

HANDBOOK INTRODUCTION

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

All Stark State College students must comply with college policies and procedures. These policies and procedures are set forth in detail online at www.starkstate.edu/policies. You can read a summary of the policies and procedures in the Student Handbook/Planner. Copies of the Student Handbook/Planner are available, free of charge, in the College Store. You may also locate the Student Handbook/Planner online on eStarkState/Blackboard or on mySSC 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 positively impacts the life of each student and our communities by providing access to high-quality, relevant, and affordable education.

STARK STATE COLLEGE VISION STATEMENT

Stark State College aspires to be Ohio's leading community college in fostering student success and community prosperity through innovation, responsiveness, and partnerships.

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, evaluate, locate, synthesize and gather information as well as think critically and logically. It teaches students to explore diversity and its interrelationships as well as community engagement and informed citizenship. Students are taught ethical responsibility, social responsibility, teamwork, 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 serving and educating students, to academic excellence, and to continuous improvement of the education we offer. We work collaboratively to create a campus culture that is academically challenging with holistic support.

HLC ACCREDITATION STATEMENT

Stark State College is accredited by:

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

PROGRAM SPECIFIC POLICIES

PURPOSE

The Dietary Manager Program at Stark State College is offered as a certificate program, which includes the career enhancement certificate and the one-year certificate. Upon completion of the certificate program, the student is eligible to take the national certification exam. The Certifying Board for Dietary Managers® (CBDM®) is responsible for the certification program, and the actual exam is conducted by a nationally recognized professional testing firm. The certification program is accredited by the National Commission for Certifying Agencies (NCCA).

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

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

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

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

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

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

This Program runs in a cohort style manner, meaning that, a new group of students starts each fall and completes their coursework in sequence together. Therefore, some Program 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 Dietary Manager Program is to support student learning of program content. The philosophy is achieved by engaging students in active learning and utilizing assessment tools that:

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

GOALS

The goal of the Dietary Manager Program is to prepare students to become a certified dietary manager (CDM) who is competent in the key areas of food service management and nutrition, as identified by the Association of Nutrition and Foodservice Professionals. Students may consider application to the Associate of Science in Dietetic Technician program in conjunction with or upon completion of the certificate program if requirements are met.

LEARNING OUTCOMES (PLOs)

The Program Learning Outcomes are as follows:

Upon successful completion of the program, students will be able to:

- 1) Demonstrate entry level competence, perform data collection, and apply didactic knowledge in a practical manner in the content related to foodservice operations and management.
- 2) Demonstrate entry level competence, perform data collection, and apply didactic knowledge in a practical manner in the content related to nutrition and basic medical nutrition therapy.
- 3) Demonstrate entry level competence, perform data collection, and apply didactic knowledge in a practical manner in the content related to human resources and dietary management.

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

PROGRAM APPROVAL STATEMENT

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

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

ORIENTATION

Every Dietary Manager student is required to attend a Dietary Program Orientation prior to the beginning of the semester. The orientation may be held in person on main campus or via Zoom, if the student is at a distance. During the Orientation, the following will be reviewed:

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

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

GRADUATION REQUIREMENTS

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

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

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

GRADING POLICY

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

The numerical range for each letter grade is as follows:

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

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

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

DISMISSAL AND READMISSION FROM THE PROGRAM

Dismissal

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

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

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

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

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

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

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

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

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

Readmission/Reinstatement from the Program

Application Phase:

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

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

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

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

Reintegration Phase:

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

Academic Probation and Dismissal from the College

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

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.

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: Michelle Igleheart, PhD, RD, LD

Office: J325

Phone: 330-494-6170, ext. 5767

Email: migleheart@starkstate.edu

COURSE DESCRIPTIONS AND SEQUENCING - Technical 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.

NTR130 Food Operations

This course integrates the principles of foods, foodservice operations, and food safety. A foundation of a variety of food categories is presented, including basic food science, classification, purchasing, preparation, and storage. Managerial accountability for menu planning, procurement, receiving, storage, and quantity production of food is examined. ServSafe coursework is included, reflecting managerial oversight of food safety and sanitation through all phases of the food operation. The course incorporates the National Restaurant Association ServSafe Food Protection Manager Certification Examination.

DMA135 Food Operations Directed Practice

Under the supervision of a registered/licensed dietitian, registered dietetic technician, certified dietary manager or other approved foodservice professional, the student will complete 75 hours of directed practice in a foodservice setting and/or through approved alternate activities and assignments. The student will participate in a variety of functions of a foodservice operation with particular emphasis on safety, sanitation, and the flow of food throughout the operation. Working with the preceptor, the student will apply the knowledge gained from required prior or concurrent coursework.

DTR228 Dietary Systems

A foodservice systems approach is utilized to explore the interactions of a variety of processes, controls, inputs, and environmental factors in the effective management of a food operation. Consideration is given to factors, such as equipment selection, kitchen layout, and the oversight of procurement, production, distribution, sustainability, safety, and sanitation. Principles of management theories and functions of the food operation manager are examined, including hiring, training, scheduling, controlling budgets, and monitoring quality and customer satisfaction.

DMA155 Dietary Systems Directed Practice

Under the supervision of a registered/licensed dietitian, registered dietetic technician, certified dietary manager or other approved foodservice professional, the student will complete 75 hours of directed practice in a foodservice setting and/or through approved alternate activities and assignments. The student will participate in a variety of functions of a foodservice operation with particular emphasis on management responsibilities for the food system. Working with the preceptor, the student will apply the knowledge gained from required prior and concurrent coursework.

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.

DMA145 Nutrition Management Directed Practice

Under the supervision of a registered/licensed dietitian or registered dietetic technician, the student will complete 75 hours of directed practice in a health care setting and/or through approved alternate activities and assignments. The student will participate in a variety of functions for management of nutritional care and services in a health care setting. Working with the preceptor, the student will apply the knowledge gained from the previous and current coursework.

DTR122 Life Cycle Nutrition

Normal nutritional needs for individuals throughout the life cycle from conception through end of life are examined, including factors that impact nutritional status. Specialized needs and interventions for key nutrition-related conditions or diseases are also discussed.

Course Sequencing

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

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

HEALTH AND PROGRAM REQUIREMENTS

Document Manager

Students may be required to purchase access to a web-based software system for document management of the student's documents for program and directed practice eligibility. This system will house all the student's health requirements as well as some of the required Program forms. Otherwise, the Stark State College learning management system will be utilized to submit and store eligibility documents. How to gain access will be discussed at or before 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 complete the minimum requirements below.** Additional information regarding requirements will be provided to each student prior to the semester.

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, including a review and assessment for technical standards are critical to the program. See technical standards section below.
 - 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.

Along with the health requirements, students will also be required to complete the following items: confidentiality statement, HIPAA education, and clinical program release form. 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.

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 Stark State College 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

Dietary Manager responsibilities include 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.

In accordance with Disability Student Services recommendations, reasonable accommodation can be made for any qualified student with a documented condition, if it does not fundamentally alter the nature of the Program, does not create an unsafe learning environment, and does not impose an undue hardship upon

the Program, clinical site, faculty, staff or other students. Accommodation cannot be made for all components of the program.

Cognitive Functioning

1. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Interpersonal Behavioral and Social Skills

1. The ability to show cultural competence in interactions with clients, colleagues and staff.
2. The ability to remain calm and respond in a professional manner in stressful situations.
3. The ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Oral and Written Communication

1. The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. The ability to communicate information and ideas in verbal form and writing using proper grammar, punctuation, and spelling.
3. The ability to read and understand information and ideas presented in writing.
4. The ability to communicate information and ideas in writing so others will understand.

Physical Functioning

1. Ability to lift a maximum of 50 pounds occasionally, with frequent lifting or carrying of objects weighing up to 20 pounds.
2. Performing physical activities that require considerable use of your hands, arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and repetitious handling of materials (example: stirring).

Sensing

Visual, Hearing, Taste, and Smell

1. The ability to see details at close range (within a few feet of the observer).
2. The ability to taste and smell to determine acceptability of foods and supplements.
3. The ability to hear spoken words.

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.

Classroom and Laboratory Attire

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

Electronic Devices

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

Classroom and Laboratory Attendance

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

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

The College refers to the student experience hours as directed practice, however the Association for Nutrition and Foodservice Professionals refers to it as field experience. For the purposes of this handbook, the experience is referenced as a directed practice. All 150 hours are managed by the Program Coordinator, a Registered, Licensed Dietitian. All hours are precepted by qualified individuals for the specific rotation. 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. 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 plan of action. The possible plan of action will be to withdraw from class due to an inability to meet the ANFP's requirements for a minimum of classroom or directed practice hours, or to complete an extra project covering the material that was missed. The decision for the action will be a combination of the instructor's and Program Coordinator's decision, as well as the reason for 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 weekly hours that will be completed at the facility, 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 required by ANFP. Attendance policies are provided in course syllabi.

Doctor's appointments, lack of transportation or planned 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 Program 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/Program Coordinator. The student is expected to notify the instructor or the Program Coordinator and the field site preceptor. The student will be expected to make up time missed from the directed practice.

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

Each student is required to have the Verification of Hours statement typed with all hours and signed by the facility preceptor prior to the final grade for the class. Failure to meet required hours or provide a properly completed Verification form may result in failure of the course. Twenty-five of the required nutrition hours are precepted by a Registered Dietitian Nutritionist.

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. In the event that the College closes due to inclement weather, students are not to report to the directed practice site.

Holiday/College Breaks

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

Directed Practice Dress Code/Attire

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

- All Dietary Manager students are expected to wear a plain navy blue polo, a long

- sleeve white or light blue button dress shirt for rotations with dress pants.
- Stark State College photo ID badge is required to be worn at all times, in addition to any other badge required by facility.
- Foodservice rotations: 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.
- Foodservice rotations: Shoes must be clean and of athletic shoe and sole material, such as non-slip material. Nutrition: 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 rotations: Nails must but be free from any nail polish or other types of decorations.
- For students enrolled in Nutrition Management Directed Practice: Dress must be professional and a white lab coat may be required, per the facility.
- 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.
- Clothing should have 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, black, or gray pants are suggested.
- No jeans, capris, tight pants/leggings, sweatpants, or stirrup pants.
- 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.
- Facial hair must be kept trimmed and neat at all times. A beard cover may be required at facilities for Foodservice rotation.
- No heavy perfume, cologne or body sprays.
- No visible tattoos.
- Students must appear neat, clean, and professional at all times reflecting good hygiene.
- 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 and smoking policies.

COMPETENCIES

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

Nutrition:

Prior to directed practice:

1. Translate Nutrition Science into Food Intake
2. Use the Building Blocks of Nutrition
3. Describe the Process of Digestion, Absorption, and the
4. Manage Food Allergies, Complimentary Medicine, and Alternative Therapies in Nutrition

5. Review Body Systems and Medical Nutrition Therapy (MNT) Interventions
6. Review Disease Processes and Medical Nutrition Therapy (MNT) Interventions

Within directed practice and didactic coursework:

A. Gather Nutrition Data

1. Document Nutrition Information in the Medical Records
 - a. Chart in medical records
 - b. Enter data using a computer
 - c. Use nutritional information
2. Interview for nutrition related information
 - a. Ask appropriate questions of clients (e.g. allergies, preferences)
 - b. Gather client information from relevant sources (e.g., medical record, referrals)
 - c. Recognize nonverbal responses and communication cues
 - d. Record information gathered
 - e. Use ethical and confidentiality principles and practices
 - f. Identify food customs and nutrition preferences based on race, culture, or religion
3. Obtain Routine Nutrition Screening Data
 - a. Use established guidelines to distinguish between routine and at-risk clients
 - b. Gather client data from relevant sources (e.g. medical record referrals)
 - c. Complete client forms (e.g., MDS)
 - d. Comply with federal regulations related to evaluating client status and care
 - e. Calculate nutrient intake
 - f. Document relevant nutrition related information (e.g., laboratory values, BMI)
4. Identify Nutrition Problems and Client Rights
 - a. Verify information to ensure accuracy
 - b. Review documentation for nutrition care follow up
 - c. Honor client rights

B. Apply Nutrition Data

1. Modify Diet Plans
 - a. Develop menus
 - b. Implement nutrition plan into meals/foods to be served
 - c. Respect client needs and food habits
 - d. Use nutrition analysis data to modify menus for:
 - (1) Calories, carbohydrates, proteins, fats, and minerals
 - (2) Fiber content, texture, or feeding needs
 - (3) Medical or other personal condition (including allergies)
 - (4) Racial, cultural, and religious differences
2. Implement Physician's Dietary Orders
 - a. Recognize medical and nutrition terminology
 - b. Provide needed diets
 - c. Include client input on diet prescribed by physician
 - d. Recognize appropriateness of diet order for diagnosis
 - e. Explain importance of adhering to physician diet orders
3. Apply Standard Nutrition Care Procedures
 - a. Review client's nutrition needs, based on guidelines provided
 - b. Assess nutrition content of foods
 - c. Identify sources to consult to assist in implementing nutrition care plans
4. Review Effectiveness of Nutrition Care
 - a. Identify effectiveness of the nutrition care plan
 - b. Evaluate care plans for individual needs
5. Manage Special Nourishments and Supplemental Feedings
 - a. Identify clients who need nourishments or supplemental feeding

- b. Identify appropriate supplemental products
 - c. Monitor the delivery of nourishments and supplements
 - d. Audit the acceptance of nourishments or supplements
- C. Provide Nutrition Education
 - 1. Assist Clients with Food Selection
 - a. Review dietary requirements of client
 - b. Determine client's knowledge and needs
 - c. Suggest acceptable food substitutes based on client preferences
 - d. Verify substitutes in terms of availability and facility practices
 - 2. Use Nutrition Education Materials
 - a. Develop a plan for nutrition education
 - b. Select educational materials and resources
 - c. Use resource materials and equipment in teaching
 - 3. Adapt Teaching to Clients' Educational Needs
 - a. Evaluate client readiness and ability to learn

Foodservice:

- A. Manage Standardized Recipes
 - 1. Identify food elements of a standardized recipe
 - 2. Compute proper portions using appropriate food charts/references
 - 3. Develop proper cooking procedures, including HACCP guidelines
 - 4. Calculate cost and nutrition content of standardized recipe
 - 5. Evaluate client acceptance of new recipes
- B. Specify Standards and Procedures for Preparing Food
 - 1. Develop food quality control standards, (e.g., appearance, temperature, acceptance)
 - 2. Implement procedures to monitor food production
 - 3. Develop procedures for monitoring food waste control
- C. Supervise the Production and Distribution of Food
 - 1. Define procedures for type of food service
 - 2. Monitor adherence to delivery schedules and procedures
 - 3. Keep records for monitoring and accountability
 - 4. Calculate efficiency (time, cost) of foodservice system
 - 5. Define schedules for foodservice production
 - 6. Define production needs for special event food preparation
 - 7. Calculate menus, recipes, diet census, tally sheets, and cafeteria needs to develop requisitions
- D. Monitor Meal Service
 - 1. Verify:
 - a. diet accuracy
 - b. portion size (quantity)
 - c. temperature
 - d. texture
 - e. presentation (color, shape)
 - f. quantity
 - 2. Assure compliance of meals served as posted
- E. Implement Continuous Quality Improvement Procedures for Foodservice Department
 - 1. Define objectives and standards for foodservice
 - 2. Monitor quality indicators
 - 3. Implement necessary procedural changes
 - 4. Interpret data for reports
 - 5. Implement auditing tool to determine the effectiveness of quality indicators (e.g., food acceptance survey)

6. Analyze data to make recommendations
- F. Modify Standard Menus
 1. Use nutrition resources (e.g., tables, charts, diet manuals)
 2. Use standard food weights, measures, and recipes correctly
 3. Honor legal responsibilities and regional factors regarding diet needs
- Personnel and Communications:
 - A. Define Personnel Needs and Job Functions
 1. Conduct personnel needs analysis
 2. Conduct task analysis
 3. Write job descriptions
 4. Write detailed job specifications
 5. Assist with development of advertising for positions
 6. Update departmental organizational chart
 - B. Interview, Select, and Orient Employees
 1. Comply with fair employment laws and practices
 2. Develop interview procedures for department
 3. Describe department procedures and policies to applicants
 4. Decide on applicants and record data in file
 5. Document selection procedures and policies
 6. Orient new employees to facility procedures
 - C. Provide Ongoing Education
 1. Provide initial training and orientation for new employees
 2. Provide follow up after orientation
 3. Provide in-service training for:
 - a. HIPAA guidelines
 - b. personal hygiene
 - c. infection control
 - d. hospitality and customer service
 - e. physical safety
 - f. professional and ethical expectations
 - g. nutrition issues
 - h. crisis management
 - i. other contemporary issues
 4. Document completion of training and orientation
 - D. Develop and Maintain Employee Time Schedules and Assignments
 1. Identify overall staffing needs (e.g., calculate full time equivalents)
 2. Identify daily tasks
 3. Determine capabilities and preferences of employees available
 4. Prepare a time schedule
 5. Maintain time schedule chart/records
 6. Track absence/tardy records in personnel files
 7. Develop a work assignment chart
 8. Coordinate work assignments
 - E. Manage Goals and Priorities for Department
 1. Develop short term and long term goals for the department
 2. Participate in developing policies and procedures (e.g., hygiene standards for personnel according to the FDA Food Code)
 3. Identify expectations to establish priorities
 4. Compare department goals against resources available
 - F. Manage Department Personnel
 1. Maintain personnel records

2. Identify personnel management laws and practices (including union contracts)
 3. Identify promotion criteria
 4. Identify termination criteria
 5. Compile documentation for promotion and termination
 6. Conduct performance evaluations
 7. Recommend salary and wage adjustments
 8. Follow disciplinary procedures to correct a problem (e.g., coaching, performance improvement plan)
 9. Ensure employees' compliance with procedures (e.g., safe food preparation practices)
- G. Manage Professional Communications
1. Participate in regulatory agency surveys
 - a. identify regulatory standards
 - b. develop an appropriate plan of correction
 - c. demonstrate professional interaction with surveyors
 - d. use regulatory agencies as professional resources
 2. Participate in meetings outside the department
 - a. communicate department goals and policies
 - b. identify methods of communicating with other departments
 - c. suggest cooperative ways to solve problems
 - d. participate in state/national professional meetings
 3. Communicate client information to other health professionals
 - a. identify what client information needs to be communicated
 - b. identify the need for client referrals
 - c. implement consultant recommendations as appropriate
 - d. honor client rights and confidentiality
 4. Participate in client care conferences
 - a. prepare for a client care conference
 - b. participate in a conference to identify client care concerns
 - c. work with the interdisciplinary team to develop solutions
 - d. implement goals and approaches with appropriate follow up
 5. Manage department meetings
 - a. post meeting notices and agendas
 - b. plan meeting facilities
 - c. meet with key personnel to develop meeting plans
 - d. conduct meetings (e.g., resolving conflicts, keeping time)
 - e. plan follow up actions resulting from meeting (e.g., minutes)
 - f. conduct a staff complaint/grievance session
- H. Implement Required Changes in Foodservice Department
1. Identify existing problems/needs
 2. Prepare justification for changes
 3. Implement the plan of action

Sanitation and Safety:

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

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

1. Identify appropriate grades and inspections for food.
2. Procure food and water from approved sources.
3. Verify the quality and quantity of food supplies and equipment received
4. Check supplier invoices against facility purchase order
5. Recognize the hazards associated with types of food packaging
6. Recognize the signs of contamination upon receipt and in storage
7. Process rejections for unacceptable products
8. Label, date, and monitor food to ensure rotation (FIFO)
9. Prevent environmental contamination of food
10. Maintain security procedures

C. Protect Food in All Phases of Preparation Using HACCP Guidelines

1. Identify potentially hazardous foods and foodborne pathogen and their control
2. Recognize the causes, symptoms, and types of foodborne illnesses including biological, chemical and physical types
3. Monitor time and temperature to limit growth of or destroy microorganisms
4. Prevent cross-contamination of food
5. Identify appropriate techniques for temperature retention.
6. Ensure the safe cooling of food
7. Establish critical limits
8. Establish the corrective action to be taken when critical limits are exceeded
9. Establish procedures to identify and monitor critical control points (CCP)
10. Establish effective record-keeping systems that document HACCP
11. Anticipate emergency preparedness procedures necessary to assure a safe food supply
12. Develop a crisis management plan to address an outbreak of foodborne illness

D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines

1. Identify federal safety laws/regulations
2. Conduct routine maintenance inspection of equipment
 - a. identify equipment maintenance requirements from manufacturer's manuals
 - b. correct equipment malfunctions and potential problems
 - c. monitor preventive maintenance schedule and contracts
3. Organize work flow and use of equipment
 - a. analyze tasks to determine overlapping effort or equipment use
 - b. plan proper placement and use of equipment
 - c. simplify work procedures and steps
 - d. monitor work flow; identify and correct problems
 - e. assure adequate hand-washing sinks, lavatory facilities, and supplies
4. Identify appropriate environmental controls for water supply, waste disposal, and ventilation
5. Follow an integrated pest management (IPM) system
6. Prepare a safety inspection checklist
7. Write an inspection report on hazards control
8. Assure cleaning and sanitation of equipment, utensils, chemicals, and space

Business Operations:

A. Manage a Budget

1. Determine facility needs
2. Compute cost of menus (including supplements)
3. Conduct a product price comparison study
4. Calculate daily cost (e.g., food, labor, supplies, i.e., PPD)
5. Calculate minutes per meal

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

CONDUCT

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

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

ANFP Code of Ethics

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

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

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

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

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

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

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

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

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

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

BLOODBORNE PATHOGENS

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

HIPAA

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

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

SERVICE LEARNING

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

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

OUTSIDE EMPLOYMENT

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

In today's economy, the program recognizes the need for the student to maintain employment. Classes are arranged with the best interests of student's schedules, and students are often surveyed to determine timeframe preferences for course offerings. Directed practice hours will need to be completed during the day when preceptors are available. Availability of sites are variable from semester to semester. Site locations are assigned based on availability, readiness of student to begin directed practice, and sites are not guaranteed to be within a certain distance, so students should expect they

may have to drive up to one hour for site placement. The Program Coordinator will determine the site for the student, and 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 Coordinator.

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

SOCIAL MEDIA

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

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

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

CLUBS AND ORGANIZATIONS

Association of Nutrition and Foodservice Professionals

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

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

The Association of Nutrition and Foodservice Professionals has a variety of resources available to help you. The web page is www.ANFPonline.org. Resources include:

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

Food and Nutrition (FAN) Club – Student Organization

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

CEREMONIES

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

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

CREDENTIALING

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

Credentialing Exam

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

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

You can access more information at the link below. The current fee is \$425.

[CDM, CFPP Credentialing Exam Candidate Handbook](#)

Step One: Qualify for the Certification Exam

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

- Graduate from Stark State College with the Certificate of Competency for Dietary Manager, either the Career Enhancement or One Year Certificate. Our school code is 352401.

Step Two: Register for the Certification Exam

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

Step Three: Pass the exam and complete certification process.

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

ESTIMATED PROGRAM COSTS - DIETARY MANAGER CAREER ENHANCMENT CERTIFICATE

(Subject to change)

Cost Item	Amount
Processing Fee – <i>charged at the time of admission to the College</i>	\$95.00
Maintenance/Campus Security Fee	\$35.00 per semester (\$70.00 total)
Tuition - \$204.60 per credit hour	\$4,501.20 (22credit hours)
Dietary Textbooks <i>(*includes 2-semester Cengage Unlimited purchase)</i>	\$560.00*
Health Requirements (<i>physical, immunizations, drug screen*</i>) <i>will vary based on student immunization status and health insurance coverage</i> <i>*drug screen not required by all sites</i>	\$150.00 or more
Document Manager (if required)	\$50.00
Liability Insurance	\$15.00/year of practice
BCI/FBI Background	\$70.00/year or practice
ID badge	\$10.00
Lab Coat (if required)	\$40.00
Transportation (car)	Varies
Professional Association Fees (recommended, not required)	ANFP - \$64.00 *not included in total below
Distance Learning fee (W3 and W4 \$10.00 per credit hour; W2 \$5.00 per credit hour)	\$130.00
Total Estimated Cost	\$5,751.20

*note: not all expenses may apply to all students depending on credit given for prior learning experience and directed practice site requirements.

SCHOLARSHIPS

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

SERVSAFE EXAMINATION

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



NON-NUTRITIONAL DIRECTED PRACTICE (FIELD EXPERIENCE) WAIVER

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

PRIOR COURSEWORK CREDIT

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

Appendix A – Program Curriculum Sheets

 	<p align="center">CAREER ENHANCEMENT CERTIFICATE</p> <p align="center">DIETARY MANAGER</p> <p><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></p> <p align="center"><i>Refer to Policy No. 3357:15-19-28.</i></p>	<p align="center">2025-26 Catalog</p> <p align="center"><small>Effective Summer 2025</small></p> <p align="center">3566</p>
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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
NTR121	Nutrition for Health	3	IDS102 or Proficiency	
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121	
NTR130	Food Operations	3		
DTR122	Life Cycle Nutrition	3	NTR121	
DTR228	Dietary Systems	3		
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission	
DMA145	Nutrition Management Directed Practice	1	NTR121 and Pre-Co-NTR122 or Permission	
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission	
PHL122	Ethics	3		
	Elective: Select one (1) from list below*	3	Check for prerequisites	
TOTAL CREDIT HOURS		22		

STUDENT ADVISING NOTES



Academic Advising

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

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission
NTR121	Nutrition for Health	3	IDS102 or Proficiency
NTR130	Food Operations	3	
Elective*		3	Check for prerequisites
		10	
<u>Second Semester</u>			
DMA145	Nutrition Management Directed Practice	1	NTR121 and Pre-Co-NTR122 or Permission
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission
DTR228	Dietary Systems	3	
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121
DTR122	Life Cycle Nutrition	3	NTR121
PHL122	Ethics	3	
		12	
TOTAL CREDITS		22	

*Electives: COM121, ENG124, MTH105, MTH124

The classes in this certificate also apply toward the completion of a One-Year Certification (3564) and Associate of Science in Dietetic Technician (3560).

 	ONE-YEAR CERTIFICATE DIETARY MANAGER <i>The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing.</i> <i>Refer to Policy No. 3357:15-13-28.</i>	2025-26 Catalog Effective Summer 2025 3564 Pre-3565
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Health and Public Services Division

Therapy & Wellness Programs Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
NTR130	Food Operations	3		
NTR122	Introduction to Medical Nutrition Therapy	1	NTR121	
DTR122	Life Cycle Nutrition	3	NTR121	
DTR228	Dietary Systems	3		
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission	
DMA145	Nutrition Management Directed Practice	1	NTR121 and Pre-Co-NTR122 or Permission	
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission	
TOTAL		13		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar^^	1	Take first semester	
BIO127	Human Biology # (lab)	4		
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency	
COM121	Effective Speaking	3		
MTH105 or MTH124	Math for Allied Health^ or Statistics^Ω	3 or 3	Check for prerequisites	
NTR121	Nutrition for Health	3	IDS102 or Proficiency	
PHL122	Ethics	3		
TOTAL		20		
TOTAL CREDIT HOURS		33		

^Based on SSC placement scores.

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

Ω MTH124 should be taken by students planning to transfer to a four-year institution.

#BIO121 and BIO122 can be substituted for BIO127

Students completing this one-year certificate may be eligible to also receive a Dietary Manager Career-Enhancement Certificate (3566).

The classes in this certificate also apply toward the completion of an Associate of Science in Dietetic Technician (3560).

2025-26 Catalog Effective Summer 2025	ONE-YEAR CERTIFICATE DIETARY MANAGER	3564
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FULL-TIME STUDENT ADVISING NOTES

Academic Advising

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

Course Sequence

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

		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
<u>First Semester</u>			
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
DMA135	Food Operations Directed Practice	1	Co-NTR130 or Permission
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
NTR121	Nutrition for Health	3	IDS102 or Proficiency
NTR130	Food Operations	3	
PHL122	Ethics	<u>3</u>	
		14	
<u>Second Semester</u>			
BIO127	Human Biology # (lab)	4	
DMA145	Nutrition Management Directed Practice	1	NTR121 and Pre-Co-NTR122 or Permission
DMA155	Dietary Systems Directed Practice	1	Co-DTR228 or Permission
DTR122	Life Cycle Nutrition	3	NTR121
DTR228	Dietary Systems	3	
NTR122	Introduction to Medical Nutrition Therapy	<u>1</u>	NTR121
		13	
<u>Third Semester</u>			
COM121	Effective Speaking	3	
MTH105	Math for Allied Health^	3	<i>Check for prerequisites</i>
or	or	or	
MTH124	Statistics^ Ω	<u>3</u>	
		6	
	TOTAL CREDITS	33	

See first page for footnotes

Appendix B – Non-Nutritional Directed Practice (Field Experience) Waiver

Stark State College

Dietary Manager Non-Nutritional Directed Practice (Field Experience) Waiver

The student must have a minimum of two years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, TJC, state department of health, etc. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice operations serve food as support within an institution such as hospitals, nursing homes, schools, military, correctional, or community feeding programs and are typically subsidized by the institution from which they opened. They have third-party oversight by agencies such as CMS, TJC, local and/or state health departments, etc.

Non-Nutritional Directed Practice (Field Experience) Waiver	
Current Employment - to be completed by the student	
Student Name	
Job Title	
Dates of Employment	
Place of Employment	
Work Phone	
Address	
City, State, Zip	
Name of Immediate Supervisor	
Title of Immediate Supervisor	
Supervisor's Work Phone	
To be completed by supervisor	
Student employed under my supervision from/to (list dates)	
Duties performed by student (Attach job description)	
Survey and/or inspection process completed in your department (i.e.: State Health Department, TJC, CMS)	
Has candidate performed satisfactorily while under your supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any information which would adversely reflect on the character or competence of this person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby certify that the above information is correct to the best of my knowledge	
Supervisor Signature	Date:
Student Signature	Date:

Appendix C – Academic Calendar

STARK STATE COLLEGE TENTATIVE ACADEMIC CALENDAR

Summer Semester 8 wks	2023-2024	2024-2025	2025-2026	2026-2027
Memorial Day Holiday	May 29	May 27	May 26	May 25
Classes Begin	June 5	June 3	June 2	June 1
Juneteenth Holiday	June 19	June 19	June 19	June 19
July 4 Holiday	July 4	July 4	July 4	July 6
Classes End	July 30	July 28	July 27	July 26
Summer Semester 1st 5 wks				
Classes Begin	June 5	June 3	June 2	June 1
Juneteenth Holiday	June 19	June 19	June 19	June 19
July 4 Holiday	July 4	July 4	July 4	July 6
Classes End	July 9	July 7	July 6	July 5
Summer Semester 10 wks				
Classes Begin	June 5	June 3	June 2	June 1
Juneteenth Holiday	June 19	June 19	June 19	June 19
July 4 Holiday	July 4	July 4	July 4	July 6
Classes End	Aug. 13	Aug. 11	Aug. 10	Aug. 9
Summer Semester 2nd 5 wks				
Classes Begin	July 10	July 8	July 7	July 7
Classes End	Aug. 13	Aug. 11	Aug. 10	Aug. 9
Summer Semester grades due	Aug. 15	Aug. 13	Aug. 12	Aug. 11
Fall Semester				
Faculty Return	Aug. 21	Aug. 19	Aug. 18	Aug. 17
Classes Begin	Aug. 28	Aug. 26	Aug. 25	Aug. 24
Labor Day Holiday	Sept. 4	Sept. 2	Sept. 1	Sept. 7
Fall Final Payment Due	Sept. 5	Sept. 3	Sept. 2	Aug. 31
1st 8 wk week session end	Oct. 22	Oct. 20	Oct. 19	Oct. 18
1st 8 wk grades due	Oct. 24	Oct. 22	Oct. 21	Oct. 20
2nd 8 week session starts	Oct. 23	Oct. 21	Oct. 20	Oct. 19
Veteran's Day Holiday			Nov. 11	Nov. 11
Last Day to withdraw from 16-week courses	Nov. 20	Nov. 18	Nov. 17	Nov. 15
Thanksgiving Recess Holiday	Nov. 23-26	Nov. 28 - Dec. 1	Nov. 27-30*	Nov. 26-29*
Classes End	Dec. 10	Dec. 8	Dec. 7	Dec. 6
Final Examination	Dec. 11-17	Dec. 9-15	Dec. 8-14	Dec. 7-13
Grades Due	Dec. 19	Dec. 17	Dec. 16	Dec. 15
Certificate Ceremony	Dec. 19	Dec. 17	Dec. 16	Dec. 15
Faculty Last Day	Dec. 20	Dec. 18	Dec. 17	Dec. 16
Christmas Recess Holiday	Dec. 25-26	Dec. 24-25	Dec. 24-25	Dec. 24-25
New Year Day Holiday	Jan. 1	Jan. 1	Jan. 1	Jan. 1
Commencement	Jan. 7	Jan. 5	Jan. 4	Jan. 10
Spring Semester	2024	2025	2026	2027
Faculty Return	Jan. 8	Jan. 6	Jan. 5	Jan. 11
Martin Luther King, Jr. Day Holiday	Jan. 15	Jan. 20	Jan. 19	Jan. 18
Classes Begin	Jan. 16	Jan. 13	Jan. 12	Jan. 19
Spring Final Payment Due	Jan. 23	Jan. 21	Jan. 20	Jan. 26
President's Day Holiday OBSERVED	Feb. 20	Feb. 18	Feb. 17**	Feb. 16**
1st 8 wk week session end	March 10	March 9	March 8	March 14
Spring Break	March 11-17	March 10-16	March 9-15	March 15-21
1st 8 wk grades due	March 19	March 18	March 17	March 23
2nd 8 wk week session starts	March 18	March 17	March 16	March 22
Spring Holiday	March 29-31	April 18-20	April 3-5	March 26-28
Last Day to withdraw from 16-week courses	April 15	April 14	April 13	April 19
Classes End	May 5	May 4	May 3	May 5
Final Examination	May 6-12	May 5-11	May 4-10	May 10-16
Grades Due	May 14	May 13	May 12	May 18
Certificate Ceremony	May 15	May 14	May 13	May 19
Faculty Last Day	May 16	May 15	May 14	May 20
Commencement	May 19	May 18	May 17	May 23

*Columbus Day/Fall Holiday is a moveable holiday; it's being observed the Friday after Thanksgiving.

**President's Day is a moveable holiday; it's being observed on Tuesday to balance class instructional days.

Signed Statement

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

Signature

Date

Please print name