Nutrition, Health, and Wellness

Didactic Program in Dietetics Handbook

School of Family, Consumer, and Nutrition Sciences (FCNS)

College of Health and Human Sciences

Northern Illinois University

DeKalb, IL
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Welcome to the Didactic Program in Nutrition, Health, and Wellness!

Your choice in this major means that you are preparing for a professional career in meeting the food and nutrition needs of individuals and families. Such a career will require top level knowledge of foods and nutrition, proficiency in management of resources, and skill in working with others. You will have the opportunity to fully utilize your abilities and the satisfaction of knowing that in doing your work well you are helping people.

An undergraduate degree in Nutrition, Dietetics and Hospitality Management provides two different emphases: Hospitality Management and Nutrition, Health and Wellness. Each is specifically designed to prepare you for specific career options. At this time you have selected your option, but you most likely have many questions about the significance of that selection. Your assigned advisor will help with these questions.

It is highly recommended that students see their advisors prior to registration to plan their sequence of courses. To arrange for an appointment with an advisor, contact the College of Health and Human Sciences office at (815) 753-1891.

Requirements of your degree are described fully in the undergraduate catalog; however, there are some items that need special attention.

- **Admission requirements**: Any student in good academic standing may declare a major in the nutrition and dietetics program, though all students must complete all degree requirements in order to be awarded a degree.

- Many courses in this major are offered only once a year and must be taken in sequence.

- Prerequisites are enforced in this major. If you enroll in a course without a required prerequisite, you will be administratively dropped from the course.

- Students must earn a grade of C or better in FCNS prerequisite courses before they can enroll in any successive FCNS course to meet the requirements for a nutrition, dietetics, and hospitality management major.

- In order for DPD students to earn a verification statement they must receive a “C” grade or better in all FCNS related coursework, maintain a GPA of 3.0 in their DPD program courses and they must receive a “B” grade or better in the following courses: FCNS 310, FCNS 415 and FCNS 416. A verification statement is required in order to apply to a dietetic internship program. Completion of DPD coursework and earning a Bachelor of Science degree in dietetics does not guarantee that you will be admitted into a dietetic internship program. Admission into a dietetic internship program is “Fiercely Competitive”.

- Prior to enrollment in FCNS 320 you will be required to obtain:
  - State of Illinois Food Sanitation certification,
  - CPR Certification,
  - Verification of a Two-step Tuberculin Skin Test Mantoux,
  - Verification of 100-Hours Practical Foodservice Work Experience

- Liability insurance for internships is provided through a course fee.
I. DPD ACCREDITATION

Northern Illinois University is accredited by the Higher Learning Commission and is a member of the North Central Association. The School of Family, Consumer, and Nutrition Sciences is accredited under the American Association of Family and Consumer Sciences (AAFCS). The Didactic Program in Dietetics (DPD) is an accredited program and meets the 2008 Eligibility Requirements and Accreditation Standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as “The Commission on Accreditation for Dietetics Education or CADE” of the Academy of Nutrition and Dietetics, formerly known as “American Dietetic Association”. The accreditation process requires a detailed description of how the Didactic Program in Dietetics at NIU meets the ACEND 2008 Eligibility Requirements and Accreditation Standards. Northern Illinois University Didactic Program in Dietetics is currently granted continuing accreditation by:

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

A. DPD Mission
To prepare student to be entry-level registered dietitians who manage food and nutrition services for the public.
### B. DPD Program Goals and Outcome Measures

<table>
<thead>
<tr>
<th>1. Resources available to the program will be fully utilized.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Every faculty member will maintain a full load of responsibilities</td>
</tr>
<tr>
<td>b. All DPD courses will be offered on a regular basis.</td>
</tr>
<tr>
<td>c. All faculty members will utilize fully University Support Services (e.g., computer support library resources, and faculty development).</td>
</tr>
<tr>
<td>d. Advice and counsel are routinely solicited from advisory board members and external constituents (DI Directors) with programmatic adjustments being made routinely, which reflect the continual evolvement of the profession.</td>
</tr>
<tr>
<td>e. One hundred percent (100%) of the faculty is engaged in continuing education activities each year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. All students, unless on leave will make satisfactory progress towards program completion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Seventy-five percent of the admitted majors within each class will graduate from the accredited DPD program within 4-6 semesters after entering the program the beginning of the junior year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Graduates will pursue admission into a dietetic internship.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Over a five-year period, sixty percent (60%) of the DPD graduates will apply to a supervised practice program the academic year they complete the program.</td>
</tr>
<tr>
<td>b. Over a five-year period, 66% of those applying to supervised practice programs the academic year they complete the program will be accepted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. DPD graduates will be competent to practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Eighty percent (80%) of students who graduate from the DPD program and complete the dietetic internship will pass the registration exam on the first attempt.</td>
</tr>
<tr>
<td>b. Responding seniors will report that they have achieved competence on eighty percent (80%) of the competencies where better than average attainment was the desirable goal.</td>
</tr>
<tr>
<td>c. Eighty percent (80%) of graduates seeking employment within the field of nutrition, dietetics or hospitality administration will have a position within one year.</td>
</tr>
<tr>
<td>d. Eighty-five percent (85%) of program alumni responding to alumni surveys will report being adequately prepared for professional practice.</td>
</tr>
<tr>
<td>e. Eighty-five percent (85%) of the DPD students who apply for graduate school will be accepted.</td>
</tr>
<tr>
<td>f. Of the students who graduated from the DPD program 80% will be satisfied with the education they received in DPD program.</td>
</tr>
<tr>
<td>g. Eighty percent (80%) of the dietetic internship directors surveyed will be satisfied with the NIU DPD program graduates performance.</td>
</tr>
</tbody>
</table>
II. PROGRAM OVERVIEW: BACHELOR OF SCIENCE IN NUTRITION, DIETETICS AND HOSPITALITY ADMINISTRATION (B.S.)

A. Program Objectives
Upon completion of the B.S. program, graduates will be able to:

- Apply basic concepts of physical and behavior sciences to nutrition care.
- Collect, analyze, and interpret quantitative data utilizing current technology.
- Utilize effective oral and written communication skills, using current technology where appropriate.
- Develop values and habits compatible with ethical and effective professional practices.
- Demonstrate possession of perspectives and specific skills in nutritional care and/or hospitality operations, education, and management to enter a dietetics internship or function effectively in an entry-level position in hospitality administration.

In addition to the objectives listed above, students’ progress in their professional development is monitored closely by faculty throughout the program. This includes but is not limited to formal assessment procedures such as course grades, exams, presentations and research projects. Should serious concern arise about a student’s professional development, these concerns will be identified and communicated to the student.

B. Nutrition, Health, and Wellness Emphasis
Upon completing all didactic program course requirements students will earn a Bachelor of Science degree in Nutrition, Health, and Wellness.

Didactic Program in Dietetic students who are in good academic standing (overall GPA >= 2.0 and a “B” grade or better in FCNS 310, FCNS 415 and FCNS 416) will be issued a verification statement by the DPD Program Director. The verification statement will allow you as the student to pursue entry into a dietetics internship program and take the registration examination to become a registered dietitian.

Once you pass the registration examination you will be able to sign the following initials after your signature R.D. indicating you are a registered dietitian. In the state of Illinois, passing the registration examination also qualifies you to apply for licensure. Information on this can be found on the following website www.idfpr.com. Additional credentials which would follow your R.D. credential would be LDN. (Licensed Dietitian/ nutritionist).

In the state of Illinois in order to give out nutrition information legally you must be a licensed practitioner. A degree in nutrition and dietetics will qualify you for a career in community, clinical or sports nutrition.
III. PROGRAM REQUIREMENTS

A. **Post-baccalaureate Students**
Post-baccalaureate students without degrees from an Academy of Nutrition and Dietetics accredited nutrition program who request DPD verification by NIU must consult with the DPD director prior to NIU enrollment to determine required course work. Additional course work may be required to earn a second baccalaureate degree. Students should consult with an academic adviser.

B. **Course Work Guidelines**
It is highly recommended that students see their advisors to plan their sequence of courses. To arrange for an appointment with an advisor, contact the College of Health and Human Sciences office at (815) 753-1891.

See the following pages for details.
School of Family, Consumer, and Nutrition Sciences (FCNS)
Program Description as Listed in the 14-15 Undergraduate Catalog

GENERAL EDUCATION REQUIREMENTS

CORE COMPETENCIES (0-12 semester hours required)

- **COMS 100**  
- **ENGL 105 (C or better)**  
- **ENGL 104 (C or better)**  
- **OR ENGL 105 (C or better), replaces 103 + 104**  
- **Math core (choose option a, b, or c depending on major):**
  a) **MATH 155, 201, 206, 210, 211, or 229 (C or better)**  
  b) **MATH 101 (passing grade)**  
  c) **STAT 208, 301, or UBUS 223 (C or better) AND**
    - **MATH 110 (C or better)**  
    - **ACT math sub-score of 24 or higher OR**
    - **A or B level placement on math placement exam**

DISTRIBUTIVE STUDIES

Minimum of 29 semester hours. Cannot include more than three courses in any one department.

HUMANITIES AND ARTS (9-12 hrs.)

Must take at least one course in the college of Liberal Arts & Sciences and at least one course in the college of Visual and Performing Arts, with no more than 6 semester hours in any one department.

Liberal Arts & Sciences

- **ANTH 102**
- **COMS 220, 230, 240, 356, 410**
- **ENGL 110, 115, 116, 310, 315**
- **FLCL 271, FLFR 371**
- **FLIT 272, FLRU 261**
- **HIST 110, 111, 112, 140, 141, 171, 260, 261, 377**
- **PHIL 101, 105*, 231**
- **POL 251**

Science and Mathematics (7-11 hrs.)

Must be in at least two but no more than three departments.

- **ANTH 240**
- **BIOS 103*, 105*, 106, 107, 109**
- **CHEM 100, 110*, 111*, 210*, 211*, 212, 213**
- **CSCI 205**
- **ELE 100**
- **EGEO 101, 102, 105, 106**
- **GEOL 103, 104, 105, 120, 121**

SOCIAL SCIENCES (6-9 hrs.)

Cannot earn more than 6 semester hours in any one department.

- **ANTH 120, 210, 220, 230**
- **ECON 160, 260*, 261**
- **EPFE 100, 201*, 202**
- **HIST 381, 382**

INTERDISCIPLINARY STUDIES (3-6 hrs.)

Students must earn 3 to 6 semester hours in the interdisciplinary studies area.

- **AHRS 200**
- **ILAS 100, 261**
- **ANTH 101**
- **KNPE 100, 111**
- **ARTH 360**
- **LGBT 350**
- **BIOS 101**
- **MEE 101**
- **BLKST 200, 211, 219**
- **PHIE 201, 206, 295**
- **CLCE 100**
- **PSYC 245**
- **EPFE 201*, 400**
- **SEAS 225**
- **HIST 323**
- **TECH 245, 294**
- **IDSP 225**
- **WOMS 230, 235**

Special Requirements:

Students must obtain the Illinois State Sanitation Certificate and meet current Illinois Department of Public Health requirements for food handlers and certification in first aid, cardiopulmonary resuscitation (CPR), and 2-step tuberculosis (TB) test. Students must earn a grade of C or better in FCNS prerequisite courses before they can enroll in any successive FCNS course to meet the requirements for a nutrition, dietetics, and hospitality management major. Liability insurance for internships is provided through a course fee. The major GPA will be calculated using Requirements in and outside of the School.

* Courses count for general education and major requirements.

Comprehensive Major in Nutrition, Dietetics and Hospitality Management (B.S.) - Emphasis 2: Nutrition, Health, and Wellness

This emphasis provides basic preparation for fulfillment of the baccalaureate requirements for careers in community nutrition programs, dietetics, or for graduate studies in these areas.

Completion of this emphasis satisfies the academic requirements of the Didactic Program in Dietetics (DPD) of the American Dietetic Association (ADA). The program is approved by the ADA. Students seeking verification of DPD completion must maintain a grade point average (GPA) of at least 3.0 in DPD program courses (see adviser). In addition these students must achieve a grade of B or better in both of the following DPD courses: FCNS 310 and FCNS 415. Students are also strongly recommended to acquire work experience in patient care and food service.

To become a registered dietitian (R.D.), a student with DPD verification of academic requirements must complete an ADA accredited supervised practice experience and pass the national registry examination.

Postbaccalaureate students

Postbaccalaureate students without degrees from an ADA accredited nutrition program who request DPD verification by NIU must consult with the DPD director prior to NIU enrollment to determine required course work. Additional course work may be required to earn a second baccalaureate degree. Students should consult with an academic adviser.

Requirements in School of FCNS (31)

FCNS 200A, Principles of Food Preparation (3)  
FCNS 200B, Food Preparation Laboratory (2)  
FCNS 309, Science of Nutrition (3)  
FCNS 310, Applied Nutrition (3)  
FCNS 320, Quantity Food Production (4)  
FCNS 409, Nutrition Education for Health Promotion (3)  
FCNS 410, Community Nutrition (3)  
FCNS 415, Nutrition in Clinical Care I (3)  
FCNS 420, Management of Food and Nutrition Services (3)  
FCNS 498, Professional Seminar in FCNS (1)

One of the following:

- FCNS 306, Nutrition in Relation to Health and Exercise (3)  
- FCNS 316, Hospitality Service (3)  
- FCNS 416, Nutrition in Clinical Care II (3)  

(required for DPD verification)

FCNS 427, Catering Operations Practicum (3)

Requirements outside School of FCNS (43-45)

**BIOS 103, General Biology lecture (3)**  
**BIOS 105, General Biology lab (1)**  
**BIOS 213, Introductory Bacteriology (3)**  
**OR BIOS 313, Microbiology (4)**  
**BIOS 357, Human Anatomy and Physiology (5)**  
**CHEM 110, Chemistry (3) and**  
**CHEM 111, Chemistry Laboratory (1)**  
**OR CHEM 210 General Chemistry I (3) and**  
**CHEM 212 General Chemistry Lab I (3)**  
**CHEM 320, Introductory Organic Chemistry (3)**  
**OR CHEM 330, General Organic Chemistry I (3)**  
**CHEM 370, Introductory Biochemistry (3)**  
**ECON 260, Principles of Microeconomics (3)**  
**EPFE 201, Education as an Agent for Change (3)**  
**OR EPS 300, Educational Psychology (3)**  
**MATH 210, Finite Mathematics (3)**  
**MGMT 333, Principles of Management (3)**  
**PSYC 102, Introduction to Psychology (3)**  
**SOC 170, Introduction to Sociology (3)**  
**OR ANTH 100, Anthropology and Human Diversity (3)**  
**STAT 208, Basic Statistics (3)**  
**OR STAT 301, Elementary Statistics (4)**

Total Hours for Emphasis 2: Nutrition and Dietetics: 74-76

NOTE: A minimum of 120 semester hours is required for graduation; 40 of the total 120 semester hours must be 300-400 level courses. Students may need upper division electives in addition to required courses in this emphasis to fulfill the upper division requirement.
### REQUIRED COURSE PREREQUISITE

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCNS 200A</td>
<td>CHEM 110 and CHEM 111, or CHEM 210 and CHEM 212</td>
</tr>
<tr>
<td></td>
<td>CRQ: Current State of Illinois Sanitation Certificate</td>
</tr>
<tr>
<td>FCNS 200B</td>
<td>PRQ or CRQ: FCNS 200A</td>
</tr>
<tr>
<td>FCNS 309 (fall only)</td>
<td>CHEM 230 or CHEM 330, and BIOS 104</td>
</tr>
<tr>
<td></td>
<td>CRQ: BIOS 357</td>
</tr>
<tr>
<td>FCNS 310 (spring only)</td>
<td>FCNS 309 with a grade of C or better. Offered fall semester only.</td>
</tr>
<tr>
<td>FCNS 320</td>
<td>FCNS 200A with a grade of C or better, current State of Illinois Sanitation Certificate, certifications in first aid and cardiac pulmonary resuscitation (CPR), 2-step tuberculin (TB) test, and verification of 100 hours of work experience in food production</td>
</tr>
<tr>
<td>FCNS 409 (fall only)</td>
<td>FCNS 310 with a grade of C or better</td>
</tr>
<tr>
<td>FCNS 410 (spring only)</td>
<td>FCNS 409 with a grade of C or better</td>
</tr>
<tr>
<td>FCNS 415 (fall only)</td>
<td>FCNS 310 with a grade of C or better, and CHEM 370</td>
</tr>
<tr>
<td>FCNS 420 (fall only)</td>
<td>PRQ: MGMT 333, CRQ: FCNS 320</td>
</tr>
<tr>
<td>FCNS 498 (fall only)</td>
<td>at least junior standing in School of Family, Consumer, and Nutrition Sciences</td>
</tr>
</tbody>
</table>

One of the following:

- FCNS 306: BIOS 311 or 357 and one course in chemistry
- FCNS 316: NDHA major or minor and at least junior standing
- FCNS 416 (spring only): FCNS 415 with a grade of C or better
- FCNS 427: CRQ: FCNS 320

| BIOS 103 and     | CHEM 110                                       |
| BIOS 105        | BIOS 103 or CHEM 110                        |
| BIOS 213        | CHEM 110 or CHEM 210; and either BIOS 103 or BIOS 105, or BIOS 208 and BIOS 210 |
| OR BIOS 313     | BIOS 208, 209, 210, 211, and CHEM 213       |
| BIOS 357        | CHEM 110 or 210 and either BIOS 103 and BIOS 105, or BIOS 208 and BIOS 210 |
| CHEM 110 and    | NONE                                         |
| CHEM 111        | MATH 110 or MATH 155 or MATH 229 and CHEM 110, or satisfactory performance on the CHEM Placement Exam, or consent of dept. |
| OR CHEM210 and  | CRQ: CHEM 210                               |
| CHEM212         |                                             |
| CHEM 230 (spring only) | CHEM 110 and CHEM 210; and either BIOS 103 or BIOS 105, or BIOS 208 and BIOS 210 |
| OR CHEM 330     | BIOS 208, 209, 210, 211, and CHEM 213       |
| CHEM 370 (spring only) | CHEM 210 and CHEM 211, and CHEM 213       |
| ECON 260        | NONE                                         |
| EPFE 201        | NONE                                         |
| OR EPS 300      | GPA of 2.00 or higher and PSYC 102          |
| MATH 210        | MATH 110 with a grade of C or better, or previous credit in MATH 210, or satisfactory performance on the Mathematics Placement Examination |
| MGMT 333        | PSYC 102 and junior or senior standing      |
| PSYC 102        | NONE                                         |
| SOCI 170        | NONE                                         |
| OR ANTH 120     | NONE                                         |
| STAT 208        | NONE                                         |
| OR STAT 301     | MATH 206 or MATH 210 or MATH 211 or MATH 229 |
C. Freshman Warning, Academic Probation and Dismissal
First-semester freshman whose GPA falls below 1.60 for all work attempted at NIU will be placed on probation. All other undergraduate students failing to maintain a minimum cumulative GPA of 2.00 for all work attempted at NIU will also be placed on probation.

Students failing to remove academic probation after one enrollment by attaining a cumulative GPA in NIU course of at least 2.00 will become candidates for academic dismissal from the University.

Additional policies and procedures regarding freshman warning, probation and dismissal can be found in the Undergraduate Catalog.

D. NDHA Requirements for FCNS 320
All Nutrition Dietetics and Hospitality Management (NDHM) students are required to be certified in food sanitation and first aid and CPR, prior to enrolling in FCNS 320, Quantity Food Production class. In addition, the students must also have verification of a nonreactive tuberculin (TB) Skin Test.

Verification of the below is due **July 1** for the **fall** FCNS 320 class, **November 12** for the **spring** FCNS 320 class and should be mailed to the following office:

Barbara Andree, Chief Clerk  
College of Health & Human Sciences Wirtz 227  
Northern Illinois University, DeKalb, IL 60115

1. Food Sanitation Certificate
Acceptable food sanitation certification includes certification from the State of Illinois or from the National Restaurant Association (Serv-Safe).

The **State of Illinois food sanitation certificate** is applicable only within the state of Illinois. This certification may be obtained by completing the State of Illinois food sanitation courses and passing the State examination. These courses are frequently offered by local community colleges. Upon successful completion of the course, a State of Illinois sanitation certificate will be issued to you by the State of Illinois Department of Public Health. A fee is attached to both the course and the certificate.

A **Serv-Safe Certificate** may be obtained from the National Restaurant Association Educational Foundation. Serv-Safe is a national certification and Serv-Safe courses are available from the National Restaurant Association Educational Foundation. Upon successful completion of the course, the National Restaurant Association will issue a Serv-Safe Certificate. It takes approximately **12 weeks** to complete the course, take the exam and receive your certificate so plan ahead. A copy of either certificate must be submitted to the College of HHS Chief Clerk prior to enrollment in FCNS 320 by the stated deadlines (front cover). Keep the original in a safe place for your future reference.

2. Certification in First Aid and Cardiac Pulmonary Resuscitation (CPR)
First aid CPR certification can be obtained, for a fee, from the American Heart Association (AHA) or American Red Cross both of which are available at local hospitals, community colleges or other agencies. Online course versions are NOT acceptable at this point. It takes approximately **6-8 weeks** to receive your CPR certification card once the course is completed. Submit documentation directly to Chief Clerk in the College of HHS.
3. **Verification of a Two-step Tuberculin Skin Test Mantoux**
This procedure may be completed at the NIU Health Services department. No appointment is necessary (8-11:30 a.m. and 1-4 p.m. on Monday, Tuesday, Wednesday or Friday). A two (2) step tuberculin skin test is required. The second TB test must be given no sooner than one week following the first. This second TB test must be read within 48-72 hours.

This procedure will require a total of four (4) appointments to have the results read and documented. Submit documentation directly to Chief Clerk in the College of HHS.

4. **Verification of 100-Hours Practical Foodservice Work Experience**
See the following pages for guidelines and 100 hour work verification statement.

If you have any questions regarding these procedures, please contact Barbara Andree, Chief Clerk, at (815) 753-6041 or e-mail bandree@niu.edu.


100-HOUR PRACTICAL FOODSERVICE WORK EXPERIENCE GUIDELINES
FOR NDHM MAJORS:

Purpose

NDHM majors are expected to acquire work experiences relevant to their major. These experiences will enhance the student’s learning in their courses and will strengthen their resume. These materials relate only to foodservice experiences. The students should plan to discuss health/nutrition care with their advisor.

The practical work experience is to provide students with exposure to the food service field, and familiarize them with responsibilities and commitments made by professionals in the industry.

Students are expected to:

1. Develop an understanding of how a food service facility operates.
2. Demonstrate ability and interest in food preparation, sanitation, and management.
3. Understand the duties of management and staff in the operation.

General Information

1. The practical work experience is required in the major and must be completed prior to enrollment in FCNS 320 Quantity Food Production. No academic credit is given for the practical work experience but its’ completion must be recorded in the student's record.

2. Practical work experience over five (5) years old is NOT acceptable.

3. The length of the experience(s) is to be a minimum of 100 hours. This experience(s) may be paid or voluntary.

4. The student is responsible for locating the position for the work experience.

5. You should be looking for actual hands-on production or supervisory experience in large-scale, full service food and diner operations: (See your advisor if you are unsure of the acceptability of the proposed work experience)

A. Examples of acceptable entry-level work for the Practical Work Experience:

   i. Examples of work that IS acceptable:

      Assistant Cook
      Dietary Aide
      Assistant Food Procurer

      Kitchen Helper
      Catering Production
      Pantry Personnel

   ii. Examples of work NOT acceptable:

      Wait Staff
      Bus Person
      Service only in any operation
      Coffee shop help

      Office bookkeeper
      Reservationist/hostess
      Grocery Clerk
      Cashier/Counter Help
B. Types of establishments recommended to gain these experiences include (but may not be limited to):

<table>
<thead>
<tr>
<th>Non-Commercial</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long term care facilities</td>
<td>Restaurants</td>
</tr>
<tr>
<td>Hospitals</td>
<td>Catering operations</td>
</tr>
<tr>
<td>University Dining Facilities</td>
<td>Country Clubs</td>
</tr>
<tr>
<td>Summer Camp foodservice</td>
<td>Hotels</td>
</tr>
<tr>
<td>School Foodservices</td>
<td>Business dining Facilities</td>
</tr>
<tr>
<td>Day care facilities</td>
<td></td>
</tr>
</tbody>
</table>

Volunteer Positions
Food Pantries
Church Feeding Programs
Meals on Wheels
Hospitals

6. The student and employer must complete the attached Work Verification Statement after the work experience has been completed. The completed form should be submitted by the employer to the following address:

Barbara Andree, Chief Clerk
College of Health & Human Sciences Wirtz 227
Northern Illinois University
DeKalb, IL 60115
SCHOOL OF FAMILY, CONSUMER, AND NUTRITION SCIENCES
Comprehensive major in Nutrition, Dietetics and Hospitality Management
Northern Illinois University

WORK VERIFICATION STATEMENT

This form is to be completed and signed by both the student and employer after completion of the work experience. Preferably, this form should be filled-out immediately following the work experience.

THIS PAGE TO BE FILLED OUT BY STUDENT:

Student Name: ____________________________ ZID # __________________
Student Signature: ________________________________
Home Address: ____________________________________________
Local Address: ____________________________________________
Home Phone: __________________________ Local Phone __________________________

NAME AND LOCATION OF WORK EXPERIENCE SITE:

Name of the facility: ____________________________________________
Address: ____________________________________________________
Manager/Supervisor: __________________________________________
Position held by student: ______________________________________
Dates of work experience: _____________________________________
Describe duties performed in this job: ______________________________

Student: Please present this completed form and the next page to your employer, along with an envelope that is addressed to:

Barbara Andree, Chief Clerk
College of Health & Human Sciences Wirtz 227
Northern Illinois University

This form is to be mailed by the employer back to NIU by the specified deadline
THIS FORM TO BE FILLED OUT BY EMPLOYER:

I verify that _____________________________ has performed ________ hours
of work experience as previously described (may be volunteer time) in this food service facility.

Comments (if any) regarding work performance/personal characteristics of this student:

Name of Student: 
Name of Facility: 
Address: 
Signature of Supervisor: 
Phone: 
Date: 

Supervisor: MAIL FORM by appropriate deadline (see cover page), TO:

Barbara Andree, Chief Clerk
College of Health & Human Sciences Wirtz 227
Northern Illinois University
DeKalb, IL 60115
IV. VERIFICATION STATEMENT PROCEDURES

A. DPD Transcript Evaluation Policy

Students requesting a DPD Verification Statement or Intent to Complete Form from the nutrition, health, and wellness track at NIU, MUST abide by the following:

1. Students who are graduates of institutions other than NIU, who have completed a program in Foods and Nutrition must, provide detailed course descriptions or course syllabi for the assessment of course equivalencies. They must also, at minimum, complete 3 out of the following upper level courses in FCNS; i.e., Nutrition in Clinical Care I (FCNS 415), Nutrition in Clinical Care II (FCNS 416), Science of Nutrition (FCNS 309), Applied Nutrition (FCNS 310), Quantity Food Production (FCNS 320), Community Nutrition (FCNS 410) and Food Systems Management (FCNS 420), with a grade of “B” or better. The department feels that only in this way can we vouch for the competency of students in these areas.

For all non-NIU transcripts, a fee of $50 will be charged for evaluating first US transcript, and $25 for each additional US transcript. There is no charge for evaluating transcripts from NIU.

2. International students, whose undergraduate work was taken at a school outside of the United States or Canada, MUST write to: World Education Services, Inc., PO Box 745, Old Chelsea Station, New York, NY 10011, to get a course-by-course evaluation of their credentials before they can be officially evaluated. A four year degree or its equivalent is required. These students are also required to pass the TOEFL exam.

A fee of $75 will be charged for evaluating World Education Program Evaluation, and $ 25 for each additional transcript. There is no charge for evaluating transcripts from NIU.

3. Fee Schedule for evaluating Transcripts (Checks are to be made out to “Northern Illinois University”):
   - No charge for evaluation of transcripts from NIU
   - $50 for evaluation of 1st U.S. transcript
   - $25 for each additional U.S. transcript.
   - $75 for evaluation of World Education Program Report

All evaluations will include:
   - A list of NIU courses to complete deficiencies,
   - An “Intent to Complete” form when the student is in her/his last year of courses,
   - A DPD Verification Statement if the courses listed in the “Intent to Complete” form are completed (in last 3 years) at NIU (the evaluation does NOT include a DPD Verification Statement if courses are taken elsewhere).

If you would like to proceed with having your transcript evaluated please send a check made payable to “Northern Illinois University” and send to:

   Attn: Dr. Judith Lukaszuk
   Didactic Program Director in Dietetics
   Family, Consumer and Nutrition Sciences
   Northern Illinois University
   DeKalb, IL 60115

Dr.Lukaszuk can also be contacted at the following e-mail: jmlukaszuk@niu.edu
B. **Issuance of Verification Statements:**

C. In order for DPD students to earn a verification statement they must receive a “C” grade or better in all FCNS related coursework, maintain a GPA of 3.0 in their DPD program courses and they must receive a “B” grade or better in the following courses: FCNS 310, FCNS 415 and FCNS 416. A verification statement is required in order to apply to a dietetic internship program. Completion of DPD coursework and earning a Bachelor of Science degree in dietetics does not guarantee that you will be admitted into a dietetic internship program. Admission into a dietetic internship program is “Fiercely Competitive”.

For May graduates, the departmental secretary screen the degree progress report in June for each DPD student to verify that they completed all DPD coursework and they graduated with a Bachelor of Science degree per records and registration. As of academic year 2011/2012 students must earn a “B” or better in FCNS 310 and FCNS 415. As of academic year 2012/2013 students must also earn a “B” or better in FCNS 416. Any students not receiving a “B” or better in the aforementioned courses will not be sent out a verification statement.

Those students successfully completing all DPD course requirements and minimum grade requirements will be sent out their verification statements in the summer. For those students graduating in the summer or fall semester the same screening procedures will take place. Once their graduation is confirmed and it has been verified that they have met the minimum grades required the verification statement will be sent out by the DPD coordinator.

Within 6-8 weeks of graduating students will receive their verification statements in the mail.
V. TUITION AND FEES

A. Tuition
Tuition for the 2014-2015 academic year for full-time undergraduate students is available at: http://www.niu.edu/bursar/tuition/undergraduate/index.shtml

B. Health Insurance
Undergraduate students are required to have health insurance while enrolled at the University. Enrollment in the plan is automatic for students registered for 9 or more on campus hours and for all international students.
Fees are subject to change. Information about the exact cost of insurance is available at: http://niu.edu/shi/index.shtml

C. Health Insurance Waiver Process
If you already have independent health insurance, you may elect not to pay the health insurance portion of the student fees. You must submit the online waiver request form to waive the insurance. Completing the waiver request form, does not guarantee that the waiver will be accepted. Coverage must be verified, and then you will be notified if the waiver is approved. A fall waiver is only good for 1 year. Each fall you have to cancel the insurance for that school year. More information on the waiver process is available at: http://niu.edu/shi/faq/index.shtml

D. Additional Program Costs:
Below are estimated expenses associated with the program. Please note that prices may change or vary and are subject to the pricing policies of outside vendors used for these services.

| Student Membership in Academy of Nutrition and Dietetics (Optional, but recommended) | $50.00 |
| Student Membership in Local Dietetic District (Optional, but recommended) | $25.00 |
| Lab coat (for FCNS 200b, FCNS 320) | $20.00 |
| CPR Certification | $35.00 |
| State of Illinois Food Sanitation Certificate Course | $165.00 |
| Textbooks (per year) | ~$1,000.0 |

E. Financial Aid
Never assume that you will not qualify for financial assistance. There are many types of financial aid available to help manage the cost of your education, such as grants, loans, work-study opportunities, and scholarships.

To apply for federal, state, and NIU financial aid, you must complete the “Free Application for Federal Student Aid” (FAFSA) form using your pin number at: http://www.niu.edu/fa/fafsa/index.shtml Always use your NIU email address when filling out the FAFSA form. After filing the FAFSA form, you should then monitor your NIU e-mail and the MyNIU “To Do List” for updates.

More information is available at: http://www.niu.edu/fa/ through the Student Financial Aid Office.

F. Withdrawal and Refund of Tuition and Fees
The University has established a policy for withdrawal and refund of tuition and fees within a defined time frame. Please refer to the current Undergraduate Catalog for a description of this policy in the section called, “Refund Policies”. The catalog is available online at http://catalog.niu.edu/
VI. ACADEMIC CALENDAR

The academic calendar can be viewed at:
http://www.niu.edu/u_council/calendars/index.shtml

VII. GENERAL INFORMATION AND USEFUL RESOURCES

A. FCNS Website
Our FCNS website provides additional information about our programs, faculty and the University in general at:
http://www.chhs.niu.edu/fcns/.

B. Log-on ID
All students are given a Z-ID when they are admitted to NIU. This is a permanent number that is uniquely yours which allows you access to the University computing system. Upon registration, your NIU email account will be activated. You will need to update your password at: http://password.niu.edu/password/.

If you experience any problems with your log-on ID, you should contact the campus Information Technology Services (ITS) for assistance at 815-753-8100 or by email at: helpdesk@niu.edu.

C. E-mail
The University, including FCNS, will contact you through your NIU email address only. Please remember to check this email account frequently.

D. Class Registration
New students to NIU must first attend an orientation and advising session. After you have done this, you will be able to register for classes through MyNIU at: https://pa.niu.edu/psp/ps/?cmd=login&languageCd=ENG.

You can find what classes are being offered at NIU for the upcoming semester and at what times these classes meet by visiting the “Schedule of Classes” page (http://bit.ly/vH18zY). A completely searchable “Schedule of Classes” is available online and contains real-time information.

Undergraduate students are scheduled for registration based on the total number of credit hours earned, including hours in progress, transfer, proficiency and NIU hours. The more hours a student has earned, the earlier they can start to register.

Enrollment appointments can be viewed on the Student Center page in MyNIU.

E. Grades
Grades are available through MyNIU at:
https://pa.niu.edu/psp/ps/?cmd=login&languageCd=ENG

F. Transcripts
Current students can print their own unofficial transcripts using MyNIU at:
https://pa.niu.edu/psp/ps/?cmd=login&languageCd=ENG

Official transcripts can be made online or by mail/fax. Print off request forms at:
http://www.niu.edu/regrec/transcripts/requesttranscripts.shtml
VIII. PROFESSIONAL ORGANIZATIONS FOR STUDENTS AND DIETITIANS

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

B. State Dietetic Association
   Illinois Dietetic Association http://eatrightillinois.org/

C. District Dietetic Associations
   Capital District Dietetic Association
   Central Illinois Dietetic Association
   Chicago Dietetic Association
   Eastern Illinois Dietetic Association
   Mississippi Valley Dietetic Association
   North Suburban Dietetic Association
   Rock River Valley Dietetic Association
   South Suburban Dietetic Association
   Southern Illinois Dietetic Association
   West Suburban Dietetic Association

The local organization serving the DeKalb area is Rock River Valley Dietetic Association (RRVDA).
A. **Student Dietetic Association (SDA)**, Contact: Judith M. Lukaszuk, Ph.D.
The Student Dietetic Association is a community-based, non-profit organization run by the students studying Nutrition, Dietetics and Hospitality Administration at Northern Illinois University. Their mission is to educate the community about health and nutrition, and to apply nutritional knowledge into community service projects as much as possible.

B. **Student Advancement Committee (SAC)**, Contact: Tom Pavkov, Ph.D.
The Student Advancement Committee (SAC) was created to serve as an outlet for student concerns, and to provide unity for student to student and student to faculty relationships within the school of Family, Consumer and Nutrition Sciences. The mission of the Student Advancement Committee to the FCNS school is to foster a good working relationship between the faculty and the students. Our goal is to thereby enhance the educational experience.

C. **Kappa Omicron Nu Honor Society (KON)**, Contact: Josephine Umorden, Ph.D.
The mission of KON is to empower leaders through scholarship, research, and leadership. This mission will enhance the ability of the organization and chapters to prepare scholars and researchers as leaders for the 21st century.
X. STUDENT RIGHTS

A. Access to Records and Files/ Privacy of Information
Information and data concerning individual students are collected, maintained, and used by the University only as needed in relation to its basic educational purposes and requirements, in compliance with federal legislation, specifically the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended in 1998. University faculty or staff who has a legitimate University-related educational or administrative interest may have access to the files. Medical documentation shall be released without the written consent of the student. Students may have access to their files for review with the exception of materials classified as confidential, such as letters of recommendation. For full information regarding University policy, please refer to the chapter on Legal Notices under the section "Student Information and Records" in the Undergraduate Catalog at: http://catalog.niu.edu/content.php?catoid=22&navoid=689.

General legal information as well as a copy of FERPA is available at University Legal Services at: http://www.niu.edu/generalcounsel/.

B. Grade Appeals and Other Grievance Procedures
A statement of procedures governing the appeal of allegedly capricious grades may be obtained from the Division of Academic and Student Affairs at: http://www.niu.edu/provost/policies/appm/iii7.shtml.

Whenever possible, grievances other than grades should be resolved as soon as possible and with the parties directly involved. Do not discuss grievances with outside parties until you have attempted this. If this procedure fails, consult your advisor and/or program director.

C. ACEND Complaint Procedures
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the accreditation/approval standards. The Council is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the ACEND staff at the Academy of Nutrition and Dietetics at 120 S. Riverside, Suite 2000, Chicago, IL 60605-6995 or by calling 1-800-877-1600.

Written complaints should be mailed to the Chair of Accreditation Council for Education in Nutrition and Dietetics at the above address.
XI. STUDENT SUPPORT SERVICES

Many support services are available on campus for students. Listed below are some of the services available:

- Campus Child Care, 815-753-0125
- Campus Information Center, 815-753-1157
- Career Services, 815-753-1641
- Center for Access-Ability Resources (CAAR), 815-753-1303
- Center for Black Studies, 815-752-1709
- Counseling and Student Development Center (CSDC), 815-753-1206
- Health Enhancement, 815-753-9755
- Holmes Student Center, 815-753-1745
- Office of Campus Recreation, 815-753-0231
- Office of Resources for Latinos, 815-753-1651
- Office of Testing Services, 815-753-1203
- Student Health Insurance, 815-753-0122
- Students Legal Services, 815-753-1701
- University Health Services, 815-753-1311
- Veterans Assistance & Military Student Services, 815-748-2466 & 815-753-0691

Please refer to the Undergraduate Catalog (http://catalog.niu.edu/) or the NIU website (http://www.niu.edu/index.shtml) for a description of each of these support services.