

Coordinated Program in Nutrition and Dietetics

STUDENT HANDBOOK

Approved: June 2019

Effective: August 1, 2019

TABLE OF CONTENTS

	Page
I. Equal Opportunity	1
II. Introduction	1
III. Philosophy, Mission and Vision of the Program	2
IV. Goals of the Program	2
V. Program Objectives	3
VI. Profession of Nutrition-Dietetics	4
VII. Student Selection	5
VIII. Curriculum	5
IX. Program Expenses	6
X. Program Policies	6
XI. Evaluation	12
XII. Responsibilities of Faculty and Students to Instruction Process	13
XIII. Orientation before Supervised Practice	15
XIV. Interview Days for Graduating Seniors	15
XV. Verification Statement	16
XVI. Student Services	16
XVII. Summary	20

UNIVERSIDAD ANA G. MENDEZ
School of Health Sciences
Coordinated Program in Nutrition-Dietetics

STUDENT HANDBOOK

I. EQUAL OPPORTUNITY

Universidad de Ana G. Méndez and its Nutrition and Dietetics Program are committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons in admissions, educational programs or activities, and employment (including employment of disabled veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries has been delegated to the Office of Vice-Chancellor of Student Affairs.

II. INTRODUCTION

Public interest in nutrition and wellness is growing rapidly. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian (RD) is uniquely qualified to distinguish between nutrition facts and facilities. RD's are nutrition experts recognized by the health profession and the public as credible sources of information.

As specialists in foods, nutrition and dietetics, RD's offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from hospitals to wellness programs to corporate foodservice operations.

Dietetics is concerned with the nutrition and feeding of people. The special body of knowledge of the profession is the science of nutrition, but delivery of care requires skills in a number of closely allied fields such as food sciences, business, management, psychology, social sciences, economics, and communications. The strong base in science and in these other areas is developed through selection of relevant prerequisite and supporting cognate courses and in the professional courses.

The profession is undergoing rapid change, partly as a result of the knowledge and technological advances occurring in the sciences, but also because of changes in the health care system, including payment mechanisms, shifts in location of and access to care, and the nature of health problems and social system including shifts in population demographics, population mobility and more competitive career opportunities for women. An educational program must prepare the practitioner for the present and the future. As a result, the Universidad de Ana G. Méndez Coordinated Program in Nutrition and Dietetics (CP) affirms the core knowledge and performance requirements of the Academy of Nutrition and Dietetics (AND) as the minimum standard for program completion, using them as the basis for the curriculum.

By emphasizing skills in critical thinking and problem solving, the program affirms the need to foster use of creativity and flexibility for meeting the changing needs of the profession and society. The program emphasizes gradual development of skills in self-directed learning, affirming the belief in the need to develop skills in deliberate, reflective, self-evaluation and lifelong learning as components of professional behavior. To help students develop as accountable professionals, the program provides opportunities for them to learn leadership and communication skills and a value system congruent with professional practice.

The purpose of this handbook is to provide relevant information to students in the Coordinated Program in Nutrition and Dietetics. Upon completion of the program, students are eligible to take the Puerto Rico licensure exam and the Registration Examination for Dietitians.

III. PHILOSOPHY, MISSION AND VISION OF THE PROGRAM

A. Philosophy

1. Learning by the student dietitian is facilitated and enhanced by coordinating supervised practice with didactic instruction.
2. Students benefit from interaction with a variety of professionals in a variety of supervised practice settings.
3. While the CP has a strong community nutrition component students need to meet entry level competencies in food service management and medical nutrition therapy.
4. Ongoing evaluation and revision of CP goals and didactic and supervised practice learning experiences are necessary in order to keep pace with changes in nutrition-dietetic practice, the delivery of health care and methods of nutrition-dietetic education.
5. The Program and the nutrition-dietetic profession benefit when the student population is diverse.

B. Mission

The formation of competent entry-level licensed nutritionists and dietitians and registered dietitians nutritionists who can provide excellent services in the areas of clinical, food service and community nutrition to local and global communities.

C. Vision

To be a program of excellence that follows the guidelines for ethical and quality standards in the nutrition-dietetics field.

IV. GOALS OF THE PROGRAM

1. Prepare competent entry-level nutritionists dietitians who can work in a variety of settings.
2. Develop professional nutritionists dietitians committed to community service and interdisciplinary work.

V. PROGRAM OBJECTIVES

Program Goal #1	Objectives
<p>Prepare competent entry-level nutritionists dietitians who can work in a variety of settings.</p>	<ol style="list-style-type: none"> 1. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. 2. At least 80% of graduates who take the Puerto Rico licensure exam will pass the exam on their first attempt. 3. Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months. 4. Forty percent (40%) of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. 5. At least 70% of employers who return the employers survey will rate graduates as "satisfactory" or higher (three on a five point scale) when evaluating their overall job performance.
Program Goal #2	Objectives
<p>Develop professional nutritionists dietitians committed to community service and interdisciplinary work.</p>	<ol style="list-style-type: none"> 1. At least 80% percent of program students complete program/degree requirements within 4 ½ years (150% of the program length). 2. At least 90% of students enrolled in the supervised practice component of the CP will complete all requirements. 3. At least 60% of graduates will indicate participation in one or more community service activities.

VI. PROFESSION OF NUTRITION-DIETETICS

A. Philosophy

Optimal nutrition is essential for the health and well-being of every person. It is the right of each individual to have access to food to meet nutritional needs. Societal needs are best served by having a population that is optimally nourished.

Food and nutrition are not synonymous, but are inseparable. Food is the main source of nutrients that are essential to meet biological needs. Nutrition is the interaction between food and the living organism and is influenced by a myriad of psychological, social, economics, and technological factors. When food cannot be used to attain nutritional adequacy, alternate means for supplying nutrients must be sought.

Nutritionist-Dietitians, by their knowledge of the interrelationships of food, nutrition and health, are uniquely qualified to serve people while respecting the individual's right to make decisions concerning health. Education, which develops an integration of knowledge, skills, and attitudes relevant to the profession and which continues beyond obtaining academic credentials, is essential for fulfilling the profession's mission.

B. Mission

The mission of the profession of nutrition-dietetics is to accelerate improvements in global health and well-being through food and nutrition.

C. Nutrition-Dietetic Practice

Nutrition-Dietetic practice is the integration and application of scientific principles of food, nutrition, biochemistry, physiology, management, and behavioral and social sciences to achieve and maintain the health of people. Unique functions of nutrition-dietetic practice are:

- ❖ Identifying and utilizing appropriate sources of nutrients to meet individual and groups' needs.
- ❖ Establishing and maintaining standards of quality in food and nutrition services.
- ❖ Developing and managing systems whose chief function is nutrition care.

D. Standards of Professional Practice & Code of Ethics

Copy and paste the following link into a browser address bar:

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

E. ACEND Core Knowledge and Competencies

Copy and paste the following link into a browser address bar:

<https://www.eatrightpro.org/-/media/eatrightpro-files/acend/about-program-accreditation/accreditation-standards/2017standardsforcpprograms.pdf?la=en&hash=A393F7FFA7BB9CC1EE344320EEE0AE85D5CB87FE>

VII. STUDENT SELECTION

The Coordinated Program in Nutrition and Dietetics has been approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for a maximum of 27 students annually. The number of students accepted in the CP ensures that students will receive placement in supervised practice experiences. Students interested in the Coordinated Program must be enrolled in the Nutrition Science Program or the Food and Nutrition Management Program at the Universidad del Turabo. New freshman will not be admitted directly into the CP.

Students interested in the UT-CP must request reclassification into the program and will be selected by an evaluation committee based on academic performance, professional behavior, attitude and their potential to successfully complete the program. Students must meet the following requirements in order to be considered:

- A minimum overall GPA of 2.75 on a 4.00 scale
- Complete the application process, which includes an interview and two letters of reference from faculty members
- The application process will be open to students during the first semester of the third year of one of the undergraduate nutrition programs and have approved the following pre-requisite courses:
 - ✓ FSHS 105, HUMA 111, MATH 120, SOSC 111, SPAN 250, ENGL 231, BIOL 301, BIOL 304, BIOL 304L, NUTR 201, BIOL 350
 - ✓ Students may be enrolled in the following courses during the application process: PSYC 123, HIST 253, NUTR 310 and NUTR 420.* (*Once selected for reclassification into the CP, students must approve these courses prior to the reclassification.)

Students who complete didactic and supervised practice components are oriented to complete a form requesting a final course revision by the Registrar's office along with a fee. Students will receive a certification of completion of requirements and their graduate status.

VIII. CURRICULUM

A. Study Plan

Copy and paste the following link into a browser address bar:

<http://salud.ut.suagm.edu/sites/default/files/uploads/Health-Sciences/pdf/BS-Nutricion-Dietetica.pdf?new1>

B. Supervised Practice and NUTR 455 Authorization Statement

C. NUTR Courses Description

Copy and paste the following link into a browser address bar:

http://salud.ut.suagm.edu/sites/default/files/uploads/Ciencias-de-la-saud/cpnd_courses_desc.pdf

D. Supervised Practice Learning Experiences

IX. PROGRAM EXPENSE (subject to change)

SUPERVISED PRACTICE			
FALL SEMESTER (NUTR 436 & 204)		SPRING SEMESTER (NUTR 450)	
Tuition and Fees	\$1,810	Tuition and Fees	\$1,080
Uniforms	\$210	Housing	\$1,600
Housing	\$1,600	Transportation	\$750
Books	\$200	Supplies	\$150
Supplies	\$150	Books	\$150
Transportation	\$750	AND Congress	\$100
Required Courses (CPR, HIPAA, Infection Control, OSHA, Abuse and Neglect)	\$120		
Vaccinations (without insurance), Drug Testing, Cultures	\$700		
Health Certificate, Respiratory Fit Test	\$50		
AND Membership	\$58		
Background Check	\$35		
Total	\$5,683	Total	\$3,830

Students in the CP must have a physical examination annually completed by a physician within 60 days at the beginning of the clinical dietetics semester. This examination is required by the participating healthcare facilities before a student is allowed to start their supervised practice experience. The physical examination form to be completed by the physician is available from the CP director and the supervised practice coordinator.

X. PROGRAM POLICIES*

A. Program schedule, vacations, and holidays

The coordinated program didactic courses may be offered during the day and at night. Supervised practice courses are scheduled Monday through Thursday off campus at practice facilities and on Fridays on campus. In general, students complete a minimum of 32 hours of supervised practice a week, 8 on a daily basis. Rotation times will vary depending on preceptors and facilities. The rotation schedule is distributed to students prior to the beginning of each semester.

Students are responsible for attendance at all classes, lectures, field trips, rotation experiences, etc. Absences from courses or rotation experiences will be excused only under specific circumstances such as an illness certified by a physician or death of an immediate family member. If the student will be absent, he/she must notify the supervised practice coordinator and the preceptor at least one hour prior to the rotation starting time. All missed supervised practice time must be rescheduled at a negotiated time with the preceptor and supervised practice coordinator.

According to the institutional academic calendar, there is an approximately 4 week break during the Christmas holiday season. Depending on availability of preceptors and practice sites, some students may rotate during this holiday season. Additional holidays will follow the policies of

the practice sites where the student is rotating at the time. Individual circumstances will be reviewed on a case by case basis.

B. Drug testing

Some supervised practice facilities may require drug testing. The student will be responsible for the costs related to the drug test. In the event that the test results are positive, the student will be referred to the Vice Chancellor of Student Affairs.

C. Criminal background checks

Prior to starting rotations at supervised practice facilities, students must complete a criminal background check and the Puerto Rico Law 300 certification. The criminal background check can be obtained at <https://servicios.pr.gov/info>. Students must request the Law 300 certification at the police station corresponding to their postal address. These documents must be turned in to the supervised practice coordinator prior to placement at practice facilities.

D. Insurance requirements

The institution arranges each semester a public liability and professional indemnity policy which extends to protect students from claims made against them which arise out of any negligent act, error or omission on the part of the student during such fieldwork.

E. Injury or illness while in a facility for supervised practice

An injury or illness, which occurs during the supervised practice hours, must be reported to the current preceptor and supervised practice coordinator. In cases where emergency services must be rendered, the student will be directed to the nearest hospital emergency department or 911 will be called. Any treatment necessary will be administered at the hospital with the consent of the student. The university requires students to carry their own health insurance and to use designated services as needed.

F. Payment for services during supervised practice

Students are not allowed to receive payments by the agency while completing required supervised practice hours. During supervised practice rotations, students cannot replace employees. In the case that the student understands that they are replacing employees, they should contact the Supervised Practice Coordinator immediately. The Supervised Practice Coordinator will communicate with the preceptor to discuss the situation. If necessary, the student will be removed from the facility and an alternative practice site will be coordinated to complete supervised practice hours.

G. Liability for safety in travel to and from assigned areas

Students are expected to provide their own transportation to and from any off campus activities such as supervised practice sites, field trips and professional meetings. Students must have a reliable form of transportation. Students are responsible for their own automobile insurance, including motor vehicle liability insurance.

H. Conflict management

When a situation arises with a faculty member, the student is encouraged to discuss the problem with the faculty member during the assigned office hours. In the event the student feels the problem was not resolved, the student must submit a completed Claim Form to the academic coordinator which will be presented to the CP Director.

During supervised practice rotations, preceptors and students must maintain communication with the program's supervised practice coordinator, throughout the rotation period. If a student or preceptor perceives that a problem exists they should discuss the problem together. If the discussion does not resolve the problem, the supervised practice coordinator should be contacted immediately. The student or preceptor must file a completed and signed Claim Form. No action will be taken by the supervised practice coordinator or CP director if the student or preceptor refuses to file the Claim Form or if either one has not gone through the process of resolving the issue first. A record of student complaints, including the resolution of the complaints, will be kept on file for a period of seven years.

I. Filing complaints with ACEND

ACEND will review complaints that relate to a program's compliance with the accreditation standards only after all other options with the program and institution have been exhausted. The ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. The procedure for filing a complaint with ACEND is located on the Academy's website: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>. ACEND can be contacted at 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 at (800) 877-1600.

J. Leaves of absence

A leave of absence for health reasons may be requested in writing to the supervised practice coordinator and CP director. It is the students responsibility to request the leave of absence at least one week prior to the requested time off. In the case that the leave of absence is approved, all efforts will be made by the supervised practice coordinator to provide the student with alternative options for making up missed supervised practice time. The timeline and opportunity to complete supervised practice experiences will depend upon the availability of practice sites and preceptors.

K. Employment during supervised practice

Due to the demands of the didactic coursework and supervised practice experiences, it may be difficult to balance employment and class or rotation schedules. If employment is necessary, hours may not conflict with supervised practice rotation hours, classes, professional meetings or excursions.

During supervised practice, students are not allowed to replace employees or to be paid by the agency while completing required supervised practice hours. In the case that the student understands that they are replacing employees, they should contact the supervised practice

coordinator. The supervised practice coordinator will communicate with the preceptor to discuss the situation.

L. Prior learning/competence

The program does not have a policy for assessing prior learning.

M. Professional Appearance

Each student is expected to maintain personal appearance and dress appropriate for the professional setting of the Universidad de Ana G. Méndez, Gurabo campus.

Students are expected to maintain a clean, well-groomed appearance and abide by the dress code of the clinical site to which they are assigned. Gum chewing is not permitted. Lab coats and uniforms are required for all supervised practice activities.

Hairnets or caps and uniforms must be worn when working in food production areas. Nail polish is not permitted. Simple earrings and watches are permitted.

All students are required to wear identification pins on field experiences. Lost identification badges must be replaced immediately.

N. Eating During Supervised Practice

Students should not eat or drink during supervised practice. Exceptions are scheduled meal/break times and tasting as part of supervised practice. Tasting is required to ascertain food quality. Students may request, in writing, a waiver of this requirement.

O. Confidential Information

As a member of the health care team and/or administrative team, students will have access to confidential information about patients/clients and employees. It is the student's responsibility to keep all information confidential except in the performance of professional duties.

Students should use patient/client initials on nutritional care plans, case studies, and for oral presentations. Discussion regarding concerns about practices in clinical facilities should be reserved for meetings with clinical instructors.

P. Employment

Because of the demanding didactic and clinical course schedules, employment may be difficult. Students may work part-time through the first three years of the curriculum. Because of the demands of supervised practice, it is recommended that the student limit work during the second semester in fourth year. If such employment is necessary, hours must not conflict with course and professional meetings schedules.

Q. Staff Relief

Each student must successfully complete one or two weeks of staff relief rotating on each supervised practice (foodservice, community and medical nutrition therapy). Revisions of staff relief work schedules are permitted for medical reasons only.

R. Assignments

Assignments and projects in Supervised Practice Experiences should be in correct grammatical form and be typed or word-processed unless otherwise indicated. (Care plans may be written in black ink). Assignments are due one week from date assigned unless otherwise indicated. Several points will be subtracted for each day the paper is late (including weekends and holidays). Assignments may be returned for revision or repetition.

The grade of incomplete will be given infrequently and only with a physician's or similar verification. A written agreement between the student and the instructor must be negotiated before the last day of class or supervised practice. This agreement should state how and when the coursework would be completed. If this agreement is not made, or if the conditions of the agreement are not made on time, the final grade will be based on the actual points obtained.

S. Professional Meetings

Students in Supervised Practices Experiences are required to attend at least one Puerto Rico Dietetic Association meeting. Attendance at other appropriate seminars, conferences, medical rounds, in-service programs, and continuing education activities is frequently required and recommended. Students are expected to pay all expenses and transportation costs to meetings.

T. Student Records

Permanent files are maintained in the CP director office. Information is not released without the consent of the student. A form indicating which records and for what purposes students authorized release is maintained in the student's file. Students may request a review of their own records through the Program Director. The following student records will be maintained in the Program files (kept five years after graduation):

- a. Authorization statement for Supervised Practice Experience and/or NUTR 455
- b. Current address, telephone number, and person to notify in emergency
- c. Performance evaluations for supervised practices
- d. Grade reports
- e. Health reports
- f. Permission to release information
- g. Co validated courses (transfer students only)
- h. Substitution courses (not for freshmen students)
- i. Other documentation as needed

U. Accommodations

Special religious needs or disabilities requiring accommodation must be communicated in writing one semester prior to start of the CP.

V. Computer Requirements

Because of the use of Internet-based and/or assignments, students in the CP must have their own computer and Internet access by the beginning of their junior/second year. The on-campus computer facilities, although available, are taxed to meet current student demands. The earlier the student can have access to his/her own system, the better. All UT students have an e-mail account provided by the institution.

W. Academic Responsibilities of Students

It is expected that faculty and students will fulfill their obligations to the instructional process. However, if a complaint does arise, the parties should meet in an effort to resolve the matter. A written statement should be made when a discussion fails to resolve the problem or is inappropriate given the circumstances, the Dean of the School of Health Sciences should be contacted. If this contact fails to satisfy the complaint, the university's published procedures should be followed.

If professional goals change, or the student and/or faculty determine that the program is not meeting the student's needs, counseling sessions will be arranged. Alternatives will be reviewed and mutually agreed upon.

X. Academic Honesty

The principle of honesty is recognized as fundamental to a scholarly community. Students and instructors are expected to honor this principle and instructors are expected to take appropriate action when instances of academic dishonesty are discovered. An instructor, on discovering such an instance, may give a failing grade on the assignment or for the course. The instructor has the responsibility of notifying the student of the alleged violation and the action being taken. Both the student and the instructor are entitled to academic due process in all such cases. Serious acts of dishonesty may lead to suspension or dismissal.

Y. Copyright Policy

Each semester, certain computer programs are used in the context of professional courses. Faculty adheres to the University's policy regarding copying of computer software programs and remind students that they also are accountable for compliance with the intent of the policy.

University employees who purchase, lease, or otherwise acquire computer software programs for word processing and office automation, or for any other university use, with University funds, may not copy any such programs, which contains a notice of copyright.

Any UAGM employee who participates, directly or indirectly, in the copying of any software program violation of this order will be deemed to have misappropriated property, and will be subject to appropriate disciplinary measures.

Students are also reminded that they are responsible for compliance with laws governing copyright protection of course and resource materials. Noncompliance may result in disciplinary action beyond the legal ramifications.

*** THE CP RESERVES THE RIGHT TO IMPROVE OR CHANGE ANY POLICY OR PROCEDURE AS REQUIRED BY ACEND OR BY THE INSTITUTION.**

XI. EVALUATION

A. Clinical Performance

Students are evaluated in writing by a preceptor and/or supervised practice coordinator at the end of each semester's supervised practice. At this time, the student completes a self-evaluation. Feedback regarding clinical performance is provided as appropriate.

B. The Grading System

The grading system is presented in the syllabus for each course. Components may include self-evaluation, faculty/staff observation and evaluation, written and oral examinations, papers, projects, special assignments, portfolios, among others. Professional role delineation studies and standards of practice (AND) are the basis for evaluation in the supervised practice settings. Achievement of a level of satisfactory or higher in supervised practice objectives is required. Faculty, Clinical instructors and as appropriate, Preceptors, meet with individual students (as necessary) at the midpoint of each supervised practice experience to provide feedback on their progress. End-of-the semester evaluation is comprehensive, encompassing all rotations.

Students are evaluated in writing by a preceptor and/or clinical instructor at the end of each semester's supervised practice. At this time, the student completes a self-evaluation. The Faculty and Clinical Instructors review student's grade points and course grades after each semester to determine compliance with program standards.

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. Every effort will be made to provide guidance and assistance to students with problems in either area. However, if improvement is not shown and the student continues to demonstrate a lack of ability or commitment, he/she will be removed from the program and encouraged to seek other career options.

C. Program and Course Evaluations

In addition to the provision for anonymous faculty evaluation for each course in the Coordinated Program, as well for the entire Program (2 times during the academic degree), students are strongly encouraged to complete evaluations for all courses and supervised practice rotations. These evaluations are discussed at the year-end curriculum workshop

pursuant to program revision. Faculty believes participation in such evaluation is a component of professional behavior and accountability. Also the faculty, clinical instructors and preceptors complete an evaluation of NUTR courses, Coordinated Program and supervised practice.

D. Graduates Follow-up

1. Registration Exam

The National Registration Exam is administered throughout the year by external testing services. Eligibility depends upon submitting transcripts, the Program Director's "Verification Statement", and official transcripts by the deadline specified by the American Dietetic Association. Students are also encouraged to release their exam score to the Program. Individual scores are confidential, but important in Program evaluation.

2. Job Survey

Approximately one year following completion of the program, questionnaires are sent to graduates and their employers to assess opinions regarding relevance of the program to job performance and expectations. Individual replies are confidential. Group data from the evaluations is a component of year-end program evaluation. Such feedback provides important data for program revisions.

XII. RESPONSIBILITIES OF FACULTY AND STUDENTS TO THE INSTRUCTION PROCESS

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

1. Responsibilities of Faculty Members

- a. Contribute to and remain abreast of the latest developments in their fields.
- b. Pursue teaching excellence continually.
- c. Treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, gender, sexual preference, age, marital status or handicap.
- d. Encourage differing viewpoints and demonstrate integrity in evaluating their merit.
- e. Attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes.
- f. Establish and maintain appropriate office hours.
- g. Present, early in the term, the following course information:
 - ❖ Course objectives and general outline.
 - ❖ Classroom procedures to be followed, and expectations concerning class attendance, and proposed dates of major evaluations. (including examinations, papers and other projects).
 - ❖ Grading policy.
 - ❖ Schedule of class-related activities, including class meetings and laboratory sessions.
 - ❖ List of texts and/or other materials needed for the course.

- ❖ Late enrollment, withdrawal and other special policies.
- h. Provide and adhere within reasonable limits to the written syllabus of the courses.
- i. Know course matter thoroughly and prepare and present the material conscientiously.
- j. Be informed of University services and recommend their use to students when advisable.
- k. Follow these policies concerning written work and grades:
 - ❖ Grade and return written work promptly.
 - ❖ Submit final grades by the scheduled time.
 - ❖ Allow students to examine written material not returned within the term (e.g., final exam, major term paper) and retain such materials for one academic term in accordance with unit policy.
- l. Implement unit procedures for student evaluation of faculty teaching with attention to preserving student anonymity.
- m. Behave appropriately in dealing with students so as to maintain a scholarly atmosphere.

2. Academic Responsibilities of Students

- a. Inform them of and fulfill all requirements of the University and those of the School from which they expect to receive their degree.
- b. Fulfill conscientiously all assignments and requirements of their courses.
- c. Attend regularly and punctually.
- d. Uphold academic honesty in all activities.
- e. Maintain a scholarly, courteous demeanor in class. Notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment. Discuss with instructor any class-related problem and follow established procedures in problem-solving process.
- f. Notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment.
- g. Discuss with instructor any class-related problem.
- h. Adhere to instructors and general university policies on attendance, withdrawal or other special procedures.

XIII. ORIENTATION BEFORE SUPERVISED PRACTICE

Students who have completed the pre-requisite courses with satisfactory for one of the supervised practice experiences (SPE) will be notified by letter the semester prior to start the SPE for orientation, deliver SPE student and review AND standards of practice, code of ethics, among others aspects.

XIV. INTERVIEW DAYS FOR GRADUATING SENIORS

Senior students who are in their last semester are allowed two days off from classes and/or facility assignments for the purpose of job interviewing. Course instructors and facility personnel must

be notified as soon as possible of the requested time off and plans must be in place for coverage of duties during the student's absence.

XV. OBTAINING YOUR VERIFICATION STATEMENT

Upon completion of the Coordinated Program, all students will receive a Verification Statement indicating that they have met the academic and supervised practice requirements making them eligible to sit for the Registration Examination for Dietitians. Five copies of the Verification Statement are issued: three for the student's personal file, one to send to AND to move from Associate Membership to Active Membership, and one to use for licensure purposes. These verification statements are legal documents and should be handled carefully and stored in a secure place.

The program reserves the right to withhold issuance of the Verification Statement until program faculty and preceptors agree that the student is entry-level competent to practice in the field of dietetics.

XVI. STUDENT SERVICES AT UT

The location of resources to specific programming activities is an important goal of professional assistance in competent related areas. Increasing opportunities for varying services emphasize the necessity for identifying and assessing the potential for screening personal, educational and vocational needs. The UAGM, Gurabo Campus offers a variety of strategies, programs services, and resources that can benefit and respond to particular needs or groups purposes within three comprehensively administered units.

A. Professional Guidance Units

Helping to make the best use of academic, mentoring, and educational resources. The unit is divided in three subunits:

1. Academic Advising Program

A professional advisor is assigned for each student within two years ahead by different coordinated strategies:

- a. Departmental assignment to undergraduate students
- b. Graduate Program
- c. Off campus Centers

2. Tutoring Program

A daily base schedule: Monday through Thursday from 8:00am to 2:00pm. Basic course skills for Spanish, English, and Mathematics are offered as well as emergency needs for special courses.

3. Probation Program

Students who are under Academic Probation, receive services to provides support in overcoming the situation and so that they can continue their academic life as regular students.

B. Interdisciplinary Counseling Unit

Opportunity is provided for students to personal needs, recognize specific interests, aptitudes, limitations, and determine goals. These subunits are:

1. Interdisciplinary Coordination Program

UAGM performs assessment of those personal needs, which can interfere with academic, economic, family or professional goals. Coordination of internal and external resources to help manage those situations; to improve students' quality of life.

2. Disabled Students Program

Federal and State regulations guarantee disabled students equal opportunity in post-secondary education. The university has created special support services to assist disabled students. These services include, but are not limited to, assistance in registration, counseling, financial aid, and tutoring.

C. Career and Placement Unit

The decision making process is facilitated by a well organize planning for life and career unit. The three subunits ensure preparation to the demands and opportunities to work, preparation of resume, part-time and full-time job, and other.

1. Occupational Library

Organize all necessary material to relate personal, educational, and professional experience, technology available.

2. Testing and Evaluation Program

UAGM offers resources related to personal interest and capabilities to demands of jobs.

3. Placement Program

Preparation, referral and follow up to career experiences. Different strategies are available to facilitate, obtain and maintain a job.

D. Advisement/Counseling

The student completes a first interview with an advisor or counselor after admission to the University and before registration. At this time the student and the counselor complete an appropriate choice of courses based on the student's past academic performance, results from selected program, and outside commitments.

During enrollment at UAGM, students are encouraged and sometimes required to see a counselor when they encounter academic problems or contemplate a change in educational goals. They are especially encouraged to consult a counselor in the term preceding the one in which they expect to graduate, in order to determine their graduation eligibility.

Counselors are available to assist students in making career choices or in solving personal problems. They refer students to outside service agencies, when appropriate, as a means to aiding in decision-making.

E. Services Available for Students

1. Individual counseling related to job concerns.
2. Workshops and seminars focusing on job search strategies, resume writing, interviewing, and related matters.
3. On-campus opportunities of being interviewed by employers.
4. Assistance in locating part-time/temporary off-campus employment.
5. Permanent credentials files for students in education.
6. Current job vacancy listings and bulletins.
7. A library of occupational, job search, and employer information, in addition to specialized directories.

The UAGM, Gurabo Campus Career and Placement Center is open Monday through Friday during regular university office hours. Staff members are available for students and alumni on an individual basis during these hours. Special arrangements can be made for students, groups and classes.

F. New Student Services

A program has been created to assist students in making the transition to college life. The first phase, in the summer, allows opportunities for testing, enrollment for first semester courses, and meeting and getting acquainted with other students at the University.

G. Basic Skills Assessment Program

In an effort to provide more effective educational services for students, UAGM has established a Basic Skills Assessment Program. Through the assessment program, UAGM can identify the

student's academic strengths and weaknesses in Spanish, English and Mathematics skills. This information is used to provide advice and placement in courses, which will best help the individual student to improve these skills.

H. Registration and Records

The Office of the Registrar on campus, in addition to handling student registration each term, provides various services for the students. This office provides transcripts of students' academic records (official and student copies), verifies and certifies enrollment status, mails final grade reports, processes grade changes, orders and issues diplomas, processes name and address changes.

I. Health Services

The health services staff consists of a part-time physician and a full-time registered nurse. Their primary purpose is to provide students with emergency and ambulatory services. The student health services stresses the concept of well-being and preventive medicine. Health education and counseling are available as well as treatment for medical problems. The staff is on duty Monday through Thursday from 8:00 am to 8:30 pm, Friday from 8:00 am to 5:00 pm, and is available for emergencies, first aid, referral sources and medical counseling. Although basic medical care is provided, students are ultimately responsible for making arrangements for their own complete health care.

J. Automobiles on Campus

The security personnel enforces traffic and parking regulations on and around campus, and traffic tickets are issued for traffic and parking violations. Student parking "AVI electronic card" are available for purchase during registration. The SHS has a free transportation system for students that facilitates the movement of the SHS to the main campus and vice versa. This transportation system works Monday through Friday from 7:00 am to 10:00 pm and Saturdays from 7:00 am to 5:00 pm.

K. Dining Services

The Student Dining Service provides a variety of options for students who wish to dine in Campus facilities. Two cafeterias offer breakfast, lunch, and dinner from Monday through Saturday. Hot meals of fast food are available. Also vending machines for snacks and refreshments are located throughout the campus. In addition, the SHS has its own cafeteria, which serves Monday through Friday from 8:00 a.m. to 6:00 p.m., and Saturdays from 8:00 a.m. to 3:00 p.m.

L. Student Activities

A dynamic combination of both extra-curricular and co-curricular activities are available at the campus providing all students opportunities to enhance their educational experience. Each year

through the establishment of visiting artists series, outstanding musicians, singers, artists, dancers, lecturers and other performers share their talents and expertise with students. In addition, on-campus art exhibits, the academic departments present dance programs, musical concerts, and theatrical productions.

M. Student Government

Through student governing bodies, students have an opportunity for self-government and to participate with the faculty and administration in formulating appropriate policies.

N. Student Council

Student Council members are elected by secret vote by the members of the Student Government Assembly. The Council meets regularly.

Through this body, students are represented in the Institution's governing bodies. Opinions and recommendations are presented to the Coordinator of Student Affairs and Dean of SHS. Its members participate in academic, discipline, sports, social and cultural activities committees.

O. Student Publications

The university newsletter, "*Consejo de Estudiantes*" is under the guidance of faculty advisors who work with student editors. The newsletter serves as the medium of student expression on matters involving the curricular and extracurricular activities of the University.

P. Clubs and Organizations

Students may join religious, social service, academic interest, professional and honorary groups. A Club Fair is held at the beginning of each term to help new students get acquainted and select the group, or groups, that interest them. All students are encouraged to actively participate in clubs and organizations.

Q. Intercollegiate and Intramural Sports

Intercollegiate and intramural sports play an important role in the educational process of Universidad de Ana G. Méndez, Gurabo Campus. They offer a wide range of recreational sports and athletics for all students.

Both individuals and intercollegiate athletic teams belonging to Universidad del Turabo have brought the university, and themselves, national recognition. An outstanding coaching staff and expert trainers combine to make first-class endeavors out of the campus athletic programs for men and women.

Universidad Ana G. Méndez is a member of the Puerto Rico Intercollegiate Athletic League. The university boasts in more than 15 male and female varsity teams. The university is known for its outstanding track and field teams which have won more than 20 championships since 1987. There is also an active intramural program, in which 1,500 students participated actively and more than 7,000 as spectators.

Universidad de Ana G. Méndez maintains an intercollegiate athletic program, which consists of sports for men and women. The team is called “*Taínos*”. The sport facilities include indoor basketball and volleyball courts, free weight and universal machines gym for physical fitness, three tennis courts, and 25 meters, swimming pool, 400 meters synthetic track and a baseball field.

R. Veteran’s Educational Benefits

The Veterans Assistance Office provide a liaison between Army Veteran students and dependents of deceased veterans and the Veterans Administrations regarding their educational benefits. The office helps veterans and widows and dependents minors of deceased veterans to process their applications and certification of their enrollment. Assistance is also provided when difficulties arise concerning receipt of benefits to which students are entitled.

Incoming veterans are advised to contact the Veterans’ Assistance Office forty five (45) days prior to the beginning of the semester in order to complete the paperwork necessary so that they can receive their benefits. Veterans receiving benefits must complete a program card each semester and notify the Veterans Assistance Office of all changes in enrollment. Inquiries concerning educational benefits for veterans and their dependents may be directed to the Veterans Assistance Office.

XVII. SUMMARY

Students are responsible for the information in this handbook. They are expected to adhere to the Code of Ethics of the Academy of Nutrition and Dietetics (AND) and of the “*Colegio de Nutricionistas y Dietistas de Puerto Rico*”. The faculty of the Coordinated Program and the School of Health Sciences wish each student a challenging, exiting, and rewarding year.