

KYUNG HEE UNIVERSITY COORDINATED PROGRAM IN DIETETICS



HANDBOOK 2013-2015

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Glossary

AND	Academy of Nutrition and Dietetics
ACEND	Accreditation Council for Education in Nutrition and Dietetics
CDR	Commission on Dietetic Registration
CPD	Coordinated Program in Dietetics
CPD Director or Staff	The Kyung Hee University employee who supervises the student, visits the student and preceptor at the rotation site, and reviews the student's progress. This individual may be a Kyung Hee University faculty member, Dietetics Program Manager, or a teaching assistant.
Core Knowledge & Competencies	Set of skills to be developed by the student in order to meet the expectations for entry-level dietitians; defined and explained by the Accreditation Council for Education in Nutrition and Dietetics.
Student	A student in the department of Medical Nutrition at Kyung Hee University who has been accepted into the CPD program and is in the supervised practice portion of the program.
Preceptor	The person(s) at the supervised practice site (hospital, health center , etc.) who directs the student's rotation.
Rotation	A block of time specified in one or more facilities with specific learning experiences planned to develop competence in specific areas; the supervised practice portion of the Coordinated Program. The rotation areas of practice include community, food service systems, medical nutrition therapy, and engagement. Each rotation varies in its length of time. Most rotation sites are off campus.
Supervised Practice	The combined blocks of rotations resulting in the required 1,200+ hours worth of experience to achieve the competencies for entry-level dietitians and be eligible for the RD exam.

Section 1. Introduction

Welcome

We would like to welcome you to the Coordinated Program in Dietetics (CPD) at Kyung Hee University. I am delighted that you have chosen to pursue the Coordinated Program. Kyung Hee's Coordinated Program in Dietetics has been producing outstanding dietetics professionals since 2004 and is the first coordinated programs in the country. Many of our CPD graduates now work in this area and quite some of them are preceptors and mentors for CPD students. The CPD is housed in the Department of Medical Nutrition. The Coordinated Program (CPD) maintain a very close working relationship with each other and with the faculty of the Department in curriculum development and student learning outcomes. CPD students attend the general education courses, physical and natural science courses, and professional courses. CPD students completed all courses prior to starting supervised practice. Upon graduation from the CPD, students receive the Master degree in Dietetics and a verification statement of supervised practice completion. Therefore, CPD graduates are qualified to take the registration examination through the Commission on Dietetic Registration (CDR) and become Registered Dietitians (RD) upon passing the exam. The accrediting agency's (Accreditation Council for Education in Nutrition and Dietetics (ACEND)) established Standards for Dietitian Education Programs, which include knowledge, competency requirements, are met by the CPD. The program has received its most recent re-accreditation in 2014.

Mission Statement

The mission of the CP is to prepare competent dietitians in medical nutrition therapy area with intensive curriculum, clinical practice and research experience. The program will provide a curriculum with supervised practice experience for both students seeking a Master's degree and Ph.D. degree in medical nutrition.

More specifically, the program involves several inter-related dimensions; it is:

- . Provide adequate didactic courses and supervised practice experience.
- . Prepare the students to become competent dietitians in medical nutrition therapy area.
- . Provide opportunities to participate in research projects.
- . Lead students to make a lifelong commitment to community service.

Program Description

Since March of 2004, the department of medical nutrition has started the coordinated program (CP) in dietetics. The program includes didactic instruction and supervised practice experiences complying with the guidelines of the Korean Dietetic Association and the American Dietetic Association. Ten students have completed the program by end of February 2008. Currently, four students are in their second year and four students will start this spring. Some of the graduates continue their study in Ph.D. course and the rest of them are pursuing career in hospitals and research institutes.

This program only accepts the students who have completed KDA's requirements and is a Korean Licensed Dietitian (KLD). The prerequisites for the CP in bachelor's degree level were identified. Students who did not complete the prerequisites during their undergraduate years are required to take the prerequisite courses. The CP curriculum is planned to complete the AND's FKSC, to meet the University's requirements for the Master's or Ph.D. degree and to be an expert in medical nutrition field.

During the CP, the students will attend the graduate courses to meet both Korean Dietetic Association and the Academy of Nutrition and Dietetics's requirements. Also they will have opportunities to practice in the various dietetics facilities to become competent dietitians and to accomplish assigned work in medical nutrition therapy area. They will write a research thesis and experience mandatory/voluntary participation in community service.

The students will take prerequisites (if necessary) and Nutrient Function and Metabolism, Nutrition Biochemistry, Nutritional Assessment, Nutrition Physiology, Medical Nutrition Therapy I, II, Nutrition Education and Counseling, and Thesis Research I during the first year. In the second year, the students will take Nutritional Support and Practice, Application of Medical Nutrition Therapy, Thesis Research II, and 1200 hours of supervised practice I, II, III, IV.

Application for CP is made as soon as they are accepted to the graduate school. Faculty members review the application and students' academic records before the school starts in March. Those who are accepted are advised to take the required courses for the CP from their first semester of the Master's or Ph.D. course.

The student must complete a supervised practice experience in an ACEND accredited program. The supervised practice must be at least 1200 hours in length and must provide hands-on experience in community nutrition, medical nutrition therapy, and foodservice management

The Requirements to Become a Registered Dietitian

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics sets the guidelines for what every dietitian needs to know and do as an entry level practitioner. The Commission on Dietetics Registration (CDR) is the governing agency to become a Registered Dietitian. There are three steps in the process:

1. In-class learning: This program only accepts the students who have completed KDA's requirements and is a Korean Licensed Dietitian (KLD). The prerequisites for the CP in bachelor's degree level were identified. Students who did not complete the prerequisites during their undergraduate years are required to take the prerequisite courses. The CP curriculum is planned to complete the AND's FKSC, to meet the University's requirements for the Master's or Ph.D. and to be an expert in medical nutrition field. The assessment plan identifies how student learning is assessed, who is responsible for conducting the assessment and in which course the assessment occurs. All course syllabi include the expected learning outcomes and specific knowledge, skills, and/or competencies to be achieved by the students. Course syllabi for Medical Nutrition Therapy (258561), Nutrition Biochemistry (235382), Nutrition Physiology (053151), Nutrition Education and Counseling (235281), and 1200 hours of supervised practice I (502851) are provided in Appendix A. During the CP, the students will attend the graduate courses to meet both Korean Dietetic Association and American Dietetics Association's requirements. Also they will have opportunities to practice in the various dietetics facilities to become competent dietitians and to accomplish assigned work in medical nutrition therapy area. They will write a research thesis and experience mandatory/voluntary participation in community service.
2. Supervised practice: The student must complete a supervised practice experience in an ACEND accredited program. The supervised practice must be at least 1200 hours in length and must provide hands-on experience in community nutrition, medical nutrition therapy, and foodservice management following prescribed guidelines and learning experiences to ensure specific competencies. Students accepted into the CP program will complete the supervised practice portion in the second year of the program, after meeting all of the didactic course requirements for a MS degree. The Kyung Hee University CP program is designed to offer the

supervised practice experience after the successful completion of all required didactic coursework.

3. Pass the exam: Three components are required to register for the RD exam: successful completion of the didactic coursework (see course of study), completion of the supervised practice hours (last year of CP), and holding a MS degree in Dietetics. The CPD at Kyung Hee University is designed to allow students to first complete their didactic education, followed by the supervised practice training, and graduation with a MS degree in Dietetics. The verification statement is then produced after the degree is conferred and the student provided an official Kyung Hee University transcript showing the degree and the date conferred to the CPD program director. Thus, CPD graduates are eligible to take the national Registration Examination for Dietitians. Successful completion of this exam allows the individual to use the initials R.D. after his/her name, indicating that he/she is credentialed as a Registered Dietitian or Registered Dietitian Nutritionist. The RD exam is a computer-adaptive test, which is available year-round. Prior to graduation from the CPD, during the consolidation week's classes, students will receive all information and the forms required to become eligible to take the RD exam.

The CP at Kyung Hee University is designed to meet all three mandated steps for an individual to become a Registered Dietitian. The CP at Kyung Hee University also teaches students the "Code of Ethics" for Dietetics Practitioners (Appendix B) and meets the Educational Requirements and Practice Experience Requirements to become a Certified Dietitian.

Goals and Outcome Measures of the CPD

1. Program Goal 1

To prepare students for adequate didactic courses and supervised practice experience to meet both Korean Dietetic Association and American Dietetics Association's requirements.

- a. More than 75% of the CP master students will complete the program within 5 semester (125% of the program length)
- b. More than 75% of the CP PhD students will complete the program within 10 semester.(125% of the program length)
- c. Students will rate 80 points or higher on didactic courses.
- d. CP students will rate 80 points or better on supervised practice experience.

2. Program Goal 2

To prepare the students to become competent dietitians in medical nutrition therapy area

- a. More than 75% will pass the Korean Certified Clinical Dietitian exam on the first trial.
- b. More than 75% will pass the RD exam on the first trial.
- c. Within 12 months of graduation, 75% of CP graduates will be employed in dietetics related jobs
- d. More than 75% of employed graduates will rate themselves as prepared or better for their first position 1 year from employment.
- e. More than 50% of the students will complete at least 3 classes of oriental MNT

3. Program Goal 3

The program will provide the opportunities to participate in research projects.

- a. More than 75% of the students will become a (co)author of more than 1 scientific article submitted for

peer review or accepted for publication in 2 years from graduation

b. More than 75% of the students will be evaluated as satisfactory or better for their research seminar

4. Program Goal 4

The program will lead students to make a commitment to community service.\

a. More than 50% of the graduates will act as mentors or preceptors in the CP program

Program outcomes data are available by written request to the Program Director.

Section 2. Academic regulations, policies and procedures

Course Work and Grades Required

Student Learning Assessment

The CPD participates in student learning assessment. The plan for assessing student learning outcomes is shown in Appendix B. The Foundation Knowledge and Skills of CADE met by KDA's Requirements for the Completion of Nutrition Related Curriculums and Credits for the Korean Licensed Dietitians. The progress of student is evaluated by scheduled time throughout the program using a variety of assessment methods. Written test, report, presentation and group activity are most commonly used to assess student's achievement. During the supervised practice the preceptor keeps the record on the students' performance. Overall evaluation from each facility has to be checked on 'Satisfactory' or 'Excellent' to obtain the credit. The procedure for the failed students follows the CP policy and procedure.

Registering for Classes

Students need to register for classes. During the spring prior to starting the supervised practice portion of the CPD, students need to meet with their advisors, who will provide them with their semester-specific PIN and students enroll themselves in classes through KHUIS (Kyung Hee University Information System). During the supervised practice portion of the CPD, the CPD faculty will provide the graduate student's PIN since the students are frequently away from campus but students are welcome to schedule an appointment to meet with their advisors.

Grading Policies

Grade Substitutions

No grade substitutions are allowed, i.e. courses in the CPD program may not be repeated.

Incomplete Course

If a student's experience is interrupted by unavoidable absence or other causes beyond a student's control, and the student work was passable at the time it was interrupted a grade of Incomplete may be given in accordance with the University Regulation 30. The student will be required to complete the work in that experience at a time mutually agreed upon by the Director/Instructor and facility in which work must be completed. The time must not interfere with the experience given other students in the CP assigned to the same facility. It is the student's responsibility to make necessary arrangements with the University and facility staff to finish the experience.

Kyung Hee University Class Attendance and Absence Reporting Policy

Students are expected to be present for every meeting of classes in which they are enrolled. It is required to attend every supervised experience hours during weekdays and community service on weekend. If absence, lateness or leaving early is not inevitable due to the disease, funeral or natural calamity students are to notify the preceptor and program director immediately. Written explanation should be submitted as soon as possible.

Grade Appeals

The Graduate school of East-West Medical Science makes provisions for students to appeal a grade that, in the student's opinion, is unfair. It becomes the student's responsibility to initiate the appeal procedure by communicating first with the CPD Director.

It is encouraged that conflicts be resolved in the following manner:

1. Schedule an appointment to talk with the Instructor of the course. Discuss the grade calculation and any real or perceived conflicts. If the grade conflict cannot be resolved at this level, proceed to the next step.
2. Schedule an appointment with the Department Head. Discuss the conflict and the outcomes of the meeting with the Instructor. The Department Head might call a meeting with the student/student and the Instructor to foster the conflict resolution

Academic dismissal

A student shall be dismissed from the CPD program under the following conditions:

1. The student is not able to register for CPD course/s due to failure of meeting the prerequisites for the course.
2. The student does not pay the tuition and registration fees by the university deadline.
3. The student does not satisfy the specific requirements for working at the assigned rotation sites, such as vaccinations, etc.
4. The student earns a grade of C, D or F in a CPD course (failure to rectify any and all complaints documented in the Non-performance/Complaint form results in a letter grade "F").

Due to the extremely limited number of spaces available in the CPD program, re-admission opportunities are subject to space availability, ability to complete accreditation requirements, and prior approval of the director of the CPD program.

Cancellation of Course/s

The CPD program is designed to provide the number of credits needed for full-time enrollment, thus, cancellation of all course assignments of the CPD constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the Head of Department shall determine and assign the appropriate effective date to the withdrawal.

Cancellation of Assignment

Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar's office upon presentation by the student of a request approved by the academic advisor. The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the Head of Department shall determine and assign the appropriate effective date to the withdrawal.

Kyung Hee University's Refund Policy (23. 1a)

Students who withdraw from the university will receive a pro-rated assessment of tuition and fees according to the following schedule:

Days	Refund
Prior to the first day of classes	100% refund (students will not be held responsible for payment of fees; all payments received are eligible for refund)
During the first 30 days of classes	83% refund

	(students will be held responsible for 27% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund)
During the first 60 days of classes	67% refund (students will be held responsible for 33% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund)
During the first 90 days of classes	50% refund (students will be held responsible for 50% of fees assessed for the semester; payments exceeding this assessment would be eligible for refund)
After the first 90 days of class	0% refund (students will be held responsible for 100% of fees assessed for the semester)

Graduating from the CPD

Once students have completed all required courses and the supervised practice portion of the CPD with thesis, they will graduate with a MS degree in Dietetics from Kyung Hee University. After the student is accepted into the CPD, the maximum amount of time allowed for completing the program requirements is 30 months (150% of the time planned for completion).

Section 3

Regulations, Policies, and Procedures for Supervised Practice in the CPD

Competency and Learning Outcomes for Supervised Practice

The ACEND Accreditation Standards for Dietitian Education Programs includes Core Knowledge & Competencies for the RD. The statements specify what every dietitian needs to know and do as an entry-level practitioner. The supervised practice experience is designed to allow each student to develop by the end of the CPD reliable performance of each competency at the level indicated. The Standards of Education require supervised practice programs to select one concentration area.

The competency statements (CRD) that guide the supervised practice component of our CPD can be found in Appendix D and on the ACEND website at <http://www.eatright.org/ACEND/content.aspx?id=57>. Students are expected to familiarize themselves with these statements since reliable performance of these competencies will represent their ability to be an entry-level dietitian.

Acceptance into the CPD Program: Requirements and Application materials

Students must apply for admission to Coordinated Program. CPD Applications are due in February and applicants are notified prior to spring registration for entrance into the program first year in the MS-CPD or Ph.D. CPD. To be eligible for consideration for the CPD the applicant must submit: the following documents to the CPD director in February.

- Personal Statement
- Application form for Kyung Hee University Coordinated Program in Dietetics
- Transcripts for all prerequisite courses (Undergraduate academic transcript)
- A copy of Korean Licensed Dietitian (Required to enter the program)
- English aptitude test score

All applications will be reviewed and selected individuals will be invited for a personal interview with the CPD admissions committee, which consists of the Program Director and a faculty of the department as well as two preceptors, as part of the application procedure. The CPD admissions committee select 4 students annually.

Prior Learning Policy

At times, individuals may be interested in the Coordinated Program and already have substantial experience in the field. However, due to the program requirement to evaluate student's progress towards meeting the competency requirements, no parts of the CPD program may be waived. All students enrolled in the CPD program complete at least 1200 hours of supervised practice.

Class Requirements

Registering For Classes

Students need to register for classes as usual following the “Suggested Course Sequence...” found in Appendix A. During the Spring prior to starting the supervised practice portion of the CPD, students need to meet with their advisors to enroll in classes for the fall semester. Once the supervised practice portion of the program has started, it may be difficult to schedule advising appointments.

Graded Components of the Courses

The grades of the academic portion of the supervised practice courses will be based on case studies, oral presentations, written assignments, projects, task sheets, and class participation as outlined in each course syllabus. The majority of the course grades are based on performance evaluations, which are scheduled in each rotation, by the students’s preceptors and the course Instructor. Performance Evaluation Forms are included in each course syllabus and must be maintained by the student in his/her Career Portfolio. All evaluations (performance as well as academic contributions) are based on the Competencies as outlined in the ACEND Standards of Education (Appendix D).

Placement Procedure

CPD students do not chose their own rotation sites. In fact, students interested in the CPD or current students are not allowed to approach potential rotation sites and/or preceptors to plan their own rotation placements. All rotation facilities for the CPD at Kyung Hee University are carefully chosen and based on the potential for successful learning experiences for the CPD students; many of the CPD sites have a long history of superior training of the CPD students. One of the major functions of the CPD Director and staff is to facilitate the placement of dietetic students. Great care is exercised, cooperatively working with the preceptors on the best possible assignment. All rotation sites engaged in the CPD program at Kyung Hee University are providing outstanding training possibilities. During the rotations, the preceptors and the CPD Director and Staff are communicating regularly to ensure that the student’s learning objectives are met. Any questions or concerns about Student placement or the student experience may be referred to the CPD Director.

The schedule at the facility is determined by the preceptor’s schedule. The supervised practice portion of the CPD is very time-intensive. Students are expected to work 40+ hours per week; possibly, more than full-time commitments will be spent at the rotation site. Furthermore, students must expect to work on weekends, holidays, early morning and/or late night hours. Therefore, students’ employment during the supervised practice portion of the CPD is not recommended. Students are expected to volunteer to help in unexpected circumstances as part of professionalism, but otherwise students are not to replace employees.

Supervised Practice Placement Guidelines

The following guidelines explain the process of student placements in the CPD supervised practice:

- The CPD Program Director approaches rotation sites to explore the possible number of students to be accommodated.
- The total number of students placed in a given site is in proportion to the available resources at the site and might vary with personnel, relocation of offices/labs, and other student issues.

- Sites participating in the CPD program will receive placement requests from the CPD Director several months before the student is scheduled to begin the supervised practice experience.
- Students are provided with contact addresses and instructions for when and how to contact a preceptor.
- Student-preceptor contact is established and the terms of the start of the rotation is communicated.
- All placements are subject to change

The Medical Nutrition Therapy rotation begins with the start of the Spring semester (the beginning of March); students are usually placed at one hospital, but additional experiences may be needed at other hospitals or health clinics in order to broaden the student's learning experiences.

The supervised practice experience include the community rotation for two weeks. The settings for community practice include public health departments, commodity groups, and specialized community health projects.

The next experience covers food service systems management for a week. This rotation is predominantly completed at a school food service sites.

With successful completion of assignments and supervised practice, students finish the CPD program by the middle of the Fall semester, graduating in August, and are eligible to take the computerized national examination for Registered Dietitians as early as 4 weeks after graduation. The verification for eligibility for the exam is sent to the Commission on Dietetic Registration (CDR) within a few weeks of graduation. However, processing by the CDR can take up to 2 months or more.

Responsibilities of Students in the Facilities

1. Students are expected to recognize the uniqueness of the supervised practice experience and be prepared to meet the demand to complete the scheduled number of hours in each rotation as well as realizing the need to complete all necessary tasks before leaving each day.
2. Students are expected to be professional, reliable, punctual, engaged, and enthusiastic.
3. Students are expected to function as a student-member of a multidisciplinary health care team of professionals.
4. Students are expected to provide appropriate nutritional care to patients/clients in a professional manner always respectful of the patient's needs and right to privacy.
5. Students are expected to obtain advice and direction from supervising Registered Dietitians and other health care professionals when unsure of the correct or most appropriate nutrition care to provide a patient.
6. Students are encouraged to discuss concerns or questions with their preceptor and/or the program director and/or the program manager.
7. Students are expected to be open to feedback and suggestions from faculty and preceptors. CPD student's success is a direct reflection of our program, therefore we are obligated to provide appropriate direction that

you can achieve your full potential.

8. Students are expected to recognize that each student has divergent capabilities in combining the related skills and knowledge that are being acquired; therefore, each student shall progress at his/her own rate.
9. Students are expected to come prepared each day during each rotation, review necessary materials pertaining to each rotation before and throughout the rotation.
10. Students are expected to maintain the confidentiality of all patients, clients, and employees. Classroom discussion is to be kept confidential.

Special Policies and Regulations

Absence

Scheduling of supervised practice hours within each rotation is determined by the preceptor to meet the needs of the practice site. In general, all absences from the supervised practice rotation must be compensated for (made up) to ensure the experience needed to meet the competencies required by ACEND. In cases of illness, death in the immediate family, accident, etc., the student may be excused, if arrangements to work the hours missed due to the event are in place prior to the student's absence. Weddings, graduations, or other family events DO NOT qualify for excused absences. Excused absences MUST be made up at a time convenient for the supervised practice facility. Absences should be occasioned by emergencies. No absence will be excused for personal business barring extraordinary circumstances. All requests and reasons for absence must be discussed with the student's preceptor and a scheduled absence must be presented in writing, illness excepted. Review of the application and a decision will be made by the CPD Director in cooperation with the preceptor.

Students absent for more than three days are eligible for special consideration of extending the supervised practice period. If the case warrants, this extension may be made upon the recommendation of the CPD Director. Any such recommended extension shall depend upon the approval of the preceptor and adjustment of the rotation schedule.

Physical Examination

Proof of health issued by health care system is required

Health Insurance

All citizens in South Korea are covered by national health insurance. In addition, the students are required to have health/medical insurance coverage and will need to provide proof of insurance. All students are expected to obtain prompt medical care to treat any accident, illness or injury that occurs while enrolled in the CPD and are responsible for all follow up care.

Long-Term Illness

Students with long term chronic health concerns that become exacerbated during supervised practice must contact the CPD director, who will coordinate the course of action with the preceptor to protect the student's health and welfare. Students who provide written documentation from their physician or psychologist that they

are unable to complete the supervised practice semester can request an incomplete for the semester from the CPD director. The program director will coordinate with available practicum sites to facilitate completion of supervised practice.

Attendance

Students are to follow the policies and regulations required of employees of the rotation site to which they are assigned. The assignment schedule must provide adequate time at the facility for students to meet the minimum required number of supervised practice hours (1,200 in total). During the student's time at the supervised practice site, considerable time is spent in observation and related professional activities. Attendance is mandatory for all students. If absence, lateness or leaving early is not inevitable due to the disease, funeral or natural calamity students are to notify the preceptor and program director immediately. Written explanation should be submitted as soon as possible. Failure to attend the program (without any notification) will result in a failing grade of the course and subsequent dismissal from the CPD program.

Dress Code

The dress code has been established so that CP students will conform to the sanitary requirements of facilities, and will always present a positive image to those in affiliated institutions. A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste, and appropriateness. When in doubt, please take the conservative approach (or question the instructor or teaching assistant). All uniform items are to be provided and maintained by the student. Students should adhere to the dress code of the facility to which they are assigned. Some general guidelines include:

Jewelry should be limited to one ring per hand, and/or watch. Plain, post-type (no stone or dangling) earrings are permissible for those with pierced ears only. Earrings must be of non-porous plastic or metal.

Hair should be combed daily and arranged neatly. Hair must be completely covered by a hair net or surgical cap when student is in food production areas. Non-porous plastic or metal hair ornaments are permissible.

Laboratory Coats/Uniforms

Women

Clean and pressed, white lab coat over a professional dress, blouse and skirt or slacks. Blouse, dress must have sleeves. Dress and skirt length should be no shorter than 2 inches above the knee. No bobby socks or bare legs.

Men

Clean and pressed, white lab coat over collared shirt, conservative tie optional, plain dark dress slacks, dark shoes. Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.

Shoes

Both men and women should wear comfortable shoes in good condition that afford some support and protection. Shoes should have low heels and closed toes (no sandals, no boots, no sling backs). Shoes are to be clean and polished. Composition of the soles and heels of shoes should be a type that will be quiet when walking down halls. Tennis or sport shoes are not acceptable.

Miscellaneous

Gum chewing is not allowed.
Excessive make up and perfume should not be used.
Nail polish is not allowed.
Name tag must be worn at all times.

Emergency Procedure

Whenever a student is involved in an emergency situation, the CPD Director should be notified immediately. They will in turn notify the preceptor as the situation warrants. Should questions arise concerning a problem related to the safety or health of the student, the preceptor should contact the CPD Director at once.

Housing

Students are required to select their own housing during the CPD. The University or the CPD does not approve or arrange the housing in any official capacity. We recommend that individuals find housing that would allow for a commute of no more than one hour to the practice site. The community rotation may be at a greater distance.

Transportation

Students are responsible for arranging for public transportation or their own transportation to the rotation and class sites and are expected to arrive in a timely manner and prepared to begin work/class session.

Orientation

The student is expected to follow the supervised practice rotation site's policies and procedures for professional conduct as well as the standards of care at hospitals. Many supervised practice sites have requested that students arrange to visit the site for an in-person meeting and orientation prior to the rotation. Upon receiving the assignment, the student will be encouraged to communicate with the assigned preceptor to learn about the location and time to begin the rotation. It is the student's responsibility to contact the assigned preceptor by mail, telephone, or email. These communications are the student's responsibility but the CPD Director is available for guidance. The student should be reasonably comfortable with the new rotation site preceding the start of the supervised practice at the facility.

Student Support Services

1. Health services

Regular check-up, student medical insurance, health care and counseling, disease care and emergency care are available at Seoul and Global Campus.

4 th floor Welfare B/D, Seoul Campus Tel: 02-961-0145 e-mail: khsd3090@khu.ac.kr	2 nd floor Student Union B/D Global Campus Tel: (031) 201-3118~9 e-mail: khwd8310@khu.ac.kr
---	--

2. Counseling and Testing

Individual and group counseling and psychology test are available.

218, 2 nd floor Student Union B/D Global Campus 031- 201- 2806 / counsel@khu.ac.kr
--

10 am ~ 5:30 pm (12~1 lunch)

3. Financial Aid Resources

Student Financial Aid Resources in Seoul Campus: <http://club.khu.ac.kr/support>

Student Financial Aid Resources in Global Campus: <http://web.khu.ac.kr/~weehb>

GSM Scholarship

Type	% of tuition waived	
President Scholarship	100%	
East-West Medical Science Scholarship	100%	
Assistance	Research A	100%
	Research B	
	Administration A	100%
	Administration B	
Outstanding Research Scholarship	Variable	
Kyung Hee Graduate Scholarship	10%	
Good Student Scholarship	Variable	

The CPD - A Full-Time Responsibility

During the supervised practice, the student is expected to devote full attention to the experience. No student should work during the supervised practice portion of the CPD. If employment is an absolute necessity, it should be kept to a minimum and confined only to weekends or scheduled breaks at the supervised practice sites. Failure to complete all of the required supervised practice hours prescribed to each rotation for any reason, including work time, will lead to a letter grade “F” and the student’s dismissal from the CPD program.

The CPD - A Process of Growing into Maturity

Students accepted into the CPD are expected to mature from their undergraduate-level performance to self-directed, responsible performance required of entry-level dietitians. Assignments and exercises of the CPD, especially during the supervised practice portion of the program are designed to guide the student towards critical thinking, evidence-based argumentation, formation of rational conclusion, and information dissemination techniques that are typical for higher education experiences. Students are expected to gain independence and professionalism as well as an appreciation of the importance of professional networking, volunteering for leadership positions, and general contribution to the profession.

Evaluation of Supervised Practice

Students are required to complete an evaluation form (Appendix E) specific to each facility. Their comments can be served as a flag for evaluating the appropriateness of facilities and preceptors to meet the expected learning experiences.

Performance Rating

Based on the didactic preparation of the student in the DPD program at Kyung Hee University combined with the CPD program’s mission to prepare students to take the national exam for Registered Dietitians and to be

successful in their profession post-graduation, the performance evaluation at the supervised practice rotation sites is primarily based on the students' ability to apply existing knowledge and contribute in a professional manner. It is acknowledged that this is a period of professional but also personal growth for the student. Thus, the preceptor's performance rating of the students overall performance at the end of the each of the four supervised practice rotations follow a hierarchal structure indicated on the "Performance Evaluation Form":

I. _____ This candidate has met and exceeded the objectives/competencies in the time allowed, and given the appropriate situation, I would be willing to hire her/him as a dietitian in the community area as an entry-level dietitian. Given my knowledge of this candidate's current performance, he/she should have little difficulty becoming a practicing dietitian.

II. _____ This candidate has met all the objectives/competencies, and given additional study practice, I would be willing to hire her/him as a dietitian in the community area as an entry level dietitian. Given my knowledge of this candidate's current performance, he/she should plan to devote additional time to study of the community area.

III. _____ This candidate has met most of the objectives satisfactorily, and with additional study/practice, should be able to function as an entry level dietitian. Given my knowledge of this candidate's current performance, he/she should plan to devote additional time to study and practice of the community area.

The goal of the CPD at Kyung Hee University is to prepare students for entry-level positions as Dietitians. Thus, performance ratings are not limited to the academic portion (assignments) of the rotations but heavily weight the student's professional performance at the supervised practice site.

Procedure for Resolving Student/Preceptor Conflicts

The mission of the CPD is to provide students with the opportunity to meet the learning and performance requirements necessary to obtain Registered Dietitian status. Thus, the CPD seeks to maintain the student's rights but must also preserve the working relationship with the Preceptor, their staff and the rotation site recognizing that each site must enforce their own policies and protocols. Every attempt will be made by the CPD Director and staff to work with the preceptor(s) and the student to resolve the concerns that might prevent the student from successfully completing supervised practice. All student concerns are handled in a non-retaliatory and private manner between preceptor, student, and CPD Director.

Conflicts should be resolved where the conflict originates if possible. This conflict resolution policy reflects the philosophy that the most expedient and appropriate solution to any conflict will likely be found between the student and the CPD Director and staff and the Preceptor directly.

It is encouraged that conflicts be resolved in the following manner:

1. Schedule an appointment to talk with the preceptor. Discuss the conflict and request guidance as to how to find a resolution. If the conflict cannot be resolved at this level, proceed to the next step.
2. Alert the CPD Director about the conflict. Discuss the conflict and the outcomes of the meeting with the

preceptor. Aim to seek conflict resolution. The CPD Director will likely decide to call a meeting with the student and the preceptor in attendance to clarify all points and to foster the development of a conflict resolution. A plan of action would be formulated and implemented. If the conflict is still not resolved the next step is to

3. Schedule an appointment with the Department Head. Students may discuss their concerns with the Department Head without fear of retaliation.

Opportunity and Procedure to File Complaints with the ACEND: If all options to address the complaint with the program and institution have been exhausted, students may submit complaints directly to ACEND. ACEND will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND 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 ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, USA or by calling 1-800-877-1600, ext. 5400. Written complaints should be mailed to the Chair, ACEND at the above address.

A student/student may withdraw from the CPD at any time and for any reason by submitting written notification to the Program Director. The Program Director will conduct an exit interview. Due to the extremely limited amount of qualified and approved supervised practice rotation sites, re-entry into the program is not possible.

Preceptor Complaints or Non-Compliance/Performance

Preceptors have the right to communicate with the CPD Director any concerns related to the student's performance at any time. In such cases, the CPD Director and staff will make every effort to mediate the situation and develop a plan of corrective action. Preceptors may also discuss their concerns with the department head of Medical Nutrition without fear of retaliation.

If a student does not meet the competencies and objectives of the supervised practice experience a conference between the CPD Director and the student will be held with the objective to develop a corrective action plan. The Non-Compliance/Performance form (Appendix F) will be completed. If corrective action is not performed to a satisfactory level in a timely manner, the student will be dismissed from the program. If the preceptor agrees, the student may be assigned to continue with additional experiences, not to exceed one (1) month, until the desired level of expertise is accomplished. Should this occur, the Program Director will consult with the preceptors of the facility to provide specific steps and action that are to be required to the student in writing. If the student does not meet competencies at this point, the student will be dismissed from the program. If the agreed upon extension occurs during a grading period, an Incomplete grade will be assigned. Once the experience is completed, a grade for the course will be submitted. However, the Incomplete will always appear on the transcript.

If an student acts inappropriately and performs an action that would be equivalent to a reprimand for an

employee at the practice site, then specific steps will be followed. The Non-compliance/ Performance form (Appendix F) will be completed and kept as documentation in the student's record with the Coordinated Program. Similar to any employee, three occurrences of any such incidents will result in dismissal from the program. Examples of these incidents include (but are not limited to) leaving the building before official work time without properly notifying a supervisor, repeated use of personal communication equipment (cell-phones etc.), removing confidential information from the work site, endangering the intent of the affiliation agreements between Kyung Hee University and the rotation sites, or deviating from a rotation site's human resource guidelines concerning protections of employees.

Section 4. Estimated Costs of the CPD

The university recognizes that the costs for individual students are dependent on social and economic background and current life-style. Costs include regular tuition (fall, and spring semesters), fees, textbooks, housing, clothing, food, and incidentals as outlined in the University Bulletin. Estimated costs are approximate and subject to change. Tuition is required to enroll in the courses of the CPD program. Full time or more credits are required during the Fall and Spring Semester. Please see the updated tuition fee schedule on the Kyung Hee University's website <http://www.gsm.khu.ac.kr>. The tuition for the enrollment above full-time is the same as full-time enrollment.

Additional costs for students enrolled in the CP, include the following during the supervised practice experience:

Item	Approximately Cost (\$)
Health Insurance	200
Lab Coats and Name tag	150
Portfolio	100
Books, Supplies, Copying	300
Professional Conferences	250
Clinical Training Fee (It is assessed by the clinical rotation site to those students in the MS or PhD students.)	1500
Activity and Supply Fee (It is assessed by the community or food service site to those students in the MS or PhD program. In addition this fee is intended to cover expenses related to Orientation, Commencement, student activity groups, and other miscellaneous student activities taking place throughout the year.)	500
Total	3000

Section 5 Progression in the CPD and the RD Exam

The Registration Examination for Dietitians

Verification of Completion of the Program

Upon successful completion of all supervised practice experience components and graduation from the University (if applicable), the students will be given a Verification Statement from GSM as well as certificate of degree from the school. The students will receive the forms needed to apply for the Registration Examination.

Computer Adaptive Testing

Between 1999 (July) and 2013, the Commission on Dietetics Registration (CDR) contracted ACT, Inc. to administer the Registration Examination for Dietitians by computer. Since January 2014, the CDR has selected Pearson VUE of Bloomington, Minnesota as its new testing agency for the entry-level registration examinations for dietitians and dietetic technicians.

All candidates approved as examination eligible for the first time automatically receive an eligibility to test e-mail from Pearson VUE, the Commission on Dietetic Registration's testing vendor. The e-mail will explain the registration process. Candidates must register and test within one year (365 days) from the date they are eligible to test. Refer to the Eligibility to Test section for further information. Read this Handbook for Candidates in its entirety before completing the Web application. Once eligibility to test has been certified by CDR, candidates receive an eligibility e-mail from Pearson VUE. This e-mail is important; it contains a personal user ID and password, and a Web address where the application may be completed. A copy of this e-mail should be kept in a secure location. The user ID and password will be needed to schedule an appointment. It is very important that you carefully read the handbook before you proceed with scheduling or taking your examination. Please review online or download the appropriate handbook: <http://www.pearsonvue.com/CDR/>

CDR's goal is to continue to provide the current, high-quality computer-based examinations. The current examination content outlines and syllabus, and scoring protocols will be retained. Examination candidates will not have to modify their plans for testing, and will have the opportunity to test in one of 250 plus Pearson VUE testing centers located in the US and in international locations. Beginning November 1, 2013, examination candidates who intend to test prior to or after January 1, 2014 will have the opportunity to pay for and schedule their examination at a Pearson VUE test site. The examination scheduling email, sent to examination candidates, will have specific directions and links for candidates to follow. Program directors are encouraged to assure their students that the new examination vendor will continue to provide the same CDR registration examinations in a secure environment. The ACEND academic programs will continue to receive the same testing reports two times a year via an online access system beginning in August 2014. For more detailed information regarding this transition, please click on the following link to review a Q & A/Fact Sheet addressing your questions about this testing vendor transition; <https://cdrnet.org/vault/2459/web/files/CBTFactSheet-1-2014.pdf>.

Application to Take the RD Examination

The CPD Director will send the required paperwork for students who have met both, the academic and supervised practice requirements, to the Commission on Dietetic Registration. CDR will verify that the students are eligible for the exam and will forward their names to ACT. ACT will then contact each student with specific information on how to find a test site and the necessary steps to register. However, students who enroll in the program after 2015 will not be eligible to take CDR's registration exam because the program will then be accredited under the Foreign Dietitian Education Standards.

Section 6. Appendices

Appendix A. Suggested Course Sequence for the CPD

Courses	Credit
Semester 1	
EWNT7001: Nutrient Function and Metabolism	3
EWNT7005: Nutrition Biochemistry	3
EWNT7209: Nutritional Assessment	3
EWNT7005: Nutritional Physiology	3
Semester 2	
EWNT7009: Medical Nutrition Therapy	3
EWNT7202: Nutrition Education and Counseling	3
EWNT7002: Thesis Research I	3
Semester 3	
EWNT7215: Supervised Practice I	3
EWNT7216: Supervised Practice II	3
EWNT7209: Nutritional Support and Practice	3
EWNT7003: Thesis Research II	3
Semester 4	
EWNT7217: Supervised Practice III	3
EWNT720: Supervised Practice IV	3
EWNT7209: Application of Medical Nutrition	3

Appendix B. KDA's Requirements for the Completion of Nutrition Related Curriculums and Credits

	Subjects	Equivalent subjects	Requirement	
			Class	Credits
Total	23		18	52
Basic	Physiology	Nutritional physiology, Human physiology	2	6
	Biochemistry	Nutritional biochemistry		
	Public health	Public health, Environmental sanitation		
Nutrition	Basic nutrition	Nutrition, Nutrition and modern society, Nutrition and health, Human nutrition	6	19
	Advanced nutrition	Nutritional chemistry, Advanced human nutrition, Nutrients metabolism		
	Nutrition in the life span	Life cycle nutrition, Special nutrition, Family nutrition, Nutrition and growth(development)		
	Diet therapy	Disease and diet therapy		
	Nutrition education	Nutrition counseling, Nutrition education and counseling, Nutrition information management and counseling		
	Clinical nutrition	Nutritional etiology		
	Community nutrition	Public health nutrition, Community nutrition and policy		
Nutritional Assessment	Nutritional status assessment			
Food preparation	Food science	Food and modern society, Food procurement	5	14
	Food chemistry	Advanced food science, Food(nutrients) analysis		
	Food microbiology	Fermentation, Microbiology, Food fermentation		
	Food processing and storage	Food processing, Food storage, Food production and management		
	Food preparation	Korean food research, Foreign food research, Korean food preparation, Western food preparation		
	Experimental cooking	Cooking science, Experimental cooking and sensory evaluation, Experimental cooking and food development, Experimental cooking and food evaluation		
Foodservice and hygiene	Foodservice production management	Foodservice management, Foodservice industry and mass food preparation, Mass food preparation	5	13
	Foodservice system management	Foodservice information management, Foodservice management and personnel management, Food procurement, Food distribution and procurement, Foodservice management and accounting, Foodservice industry and marketing strategy		
	Meal management	Food and culture, Food culture history, Food planning		
	Food hygiene	Food sanitation and law		
	Food and sanitation law	Food and sanitation acts		
	Dietetic work experience	Practical dietetics		

Appendix C. Code of Ethics for the Dietetic Practitioner

A new phase of support for ethical practice by members of the American Dietetic Association and credentialed dietetic practitioners was ushered in June 1, 1999. At that time, AND'S Code of Ethics for the Profession of Dietetics became applicable to non-member RDs and DTRs as well as to members. The revised code was drawn from the Standards of Professional Responsibility and principles reflective of other credentialing agencies, professional associations, and state dietetic licensing boards.

The purpose of the code is to provide guidance to dietetic practitioners in their professional practice and conduct; it also assists in protecting the nutrition, health, safety, and welfare of the public by enforcing ethical behavior among AND members and non-member RDs and DTRs.

Preamble

The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is the best interests of the profession and the public it serves to have a Code of Ethics that provides guidance to dietetic practitioners in the professional practice and conduct. Dietetics practitioners have voluntarily developed a code of Ethics to reflect the values ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetic practitioner to client, society, self, and the profession.

The Ethics Code applied in it's entirely to members of The American Dietetic Association who are Registered Dietitians (RDs) or Dietetic Technicians Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all American Dietetic Association members who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code Applies to all RDs and DTRs who are not AND members. All of the aforementioned are referred to in the Code as "dietetics practitioners." By accepting membership in the American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, members of the American Dietetic Association and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/ her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.

15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (RD or Registered Dietitian; DTR or Dietetic Technician Registered; CSP or Certified Specialist in Pediatric Nutrition; CSR or Certified Specialist in Renal Nutrition and FADA or Fellow of the American Dietetic Association) only when the credential is current and authorized by the Commission on Dietetic Registration.
 - b. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
 - a. The Dietetics practitioner has engaged in any substance abuse that could affect his/her practice. The dietetics practitioner has been adjudged by a court to be mentally incompetent.
 - b. The dietetics practitioner has an emotional or mental disability
 - c. that affects his/her practice in a manner that could harm the client or others.
18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
 - a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
 - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for discipline is the same or substantially equivalent to these principles.
 - c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration

Korean Licensed Dietitian's Code of Ethics

■ *Preamble*

A Korean Licensed Dietitian (KLD), the 'defender for public health', will devote oneself to provide nutrition service for everyone to have healthy life, to promote social welfare by improving nutrition status of the neglected.

A KLD will provide equal nutrition service regardless of nationality, race, religion, gender, age, ideology or social status and will practice righteously to protect public health against any injustice or pressure.

A KLD will learn current knowledge and skill to provide the best nutrition service and will maintain one's professional competency and attitude.

Hereby, we establish and pledge ourselves the KLD's Code of Ethics to assess, to determine, and to guide our conduct and practice in improving health of individual, family, group, community, nation and human and welfare.

■ *Code of Ethics*

A. General rights and responsibility

1. A KLD will devote oneself to providing nutrition service for everyone to have healthy life and to improving health status of the neglected.
2. A KLD will develop oneself continuously and will maintain professional competency and attitude.
3. A KLD will put public health and benefit before personal profit and will not take wrongful interest.
4. A KLD will actively participate in Korean Dietetic Association and will endeavor after improvement of dietetic profession and rights.

B. Profession

1. A KLD will learn current knowledge and skills to provide the best nutrition service to clients and will utilize and educate them.

2. A KLD will not commit any conduct damaging one's honor or losing public trust.
 3. A KLD with specialty will take continuing education to maintain one's status and will provide the best service.
 4. A KLD will provide equal service regardless of nationality, race, religion, gender, age, ideology or social status.
 5. A KLD will use the information from practice only to improve health and/or to research and never to benefit oneself.
 6. A KLD will not compromise with any injustice or immorality and will fulfill one's responsibility with pride as 'defender of public health'
 7. A KLD will respect the role of other public health profession and will cooperate with each other.
 8. A KLD will provide only the scientific evidence based facts.
- C. Role and responsibilities for the nation and society
1. A KLD will realize the responsibilities as a professional nutritionist and will strive to research and development to promote health, quality of life and welfare of community, nation and human
 2. A KLD will participate in the national nutrition improvement project and will support the establishment and enforcement of national nutrition policy using professional knowledge and practice.
 3. A KLD will be aware of community nutrition issues and will try to solve them.
- D. Responsibility for the institution
1. A KLD will participate in Korean Dietetic Association, will endeavor after improvement of dietetic profession and rights and cooperate with members.
 2. A KLD will participate in development of the institution and achievement of business goal by following the institution policy and completing one's task.
 3. A KLD will report alleged violations of the Code to the Korean Dietetic Association for integrity and development of the dietetic profession.

■ *Deposition*

- I will devote myself as a Korean Licensed Dietitian for everyone to have healthy life
- I will provide current nutrition information and knowledge to the public and will continue self learning and research
- I will serve every clients who need nutrition service and will keep the information confidential.
- I will respect public health and life before personal interest and will promote social welfare by improving nutrition status of the neglected.
- I will do my best to promote dietetic profession as a defender of public health.
- I pledge allegianc to my honor.

Appendix D. Core Competency Statements

Curriculum Planning Matrix

Didactic & Supervised-practice Courses Aligned with Foundation Core Knowledge & Competencies for the RD

(List courses in chronological order organized by term, including course number, course title, and credit hours)

Courses & Rotations	KRD 1.1	CRD 1.1	CRD 1.2	CRD 1.3	CRD 1.4	CRD 1.5			KRD 2.1	KRD 2.2	KRD 2.3	CRD 2.1	CRD 2.2	CRD 2.3	CRD 2.4	CRD 2.5	CRD 2.6	CRD 2.7	CRD 2.8	CRD 2.9	CRD 2.10	CRD 2.11	CRD 2.12	CRD 2.13
Semester 1																								
EWNT7001: Nutrient Function and Metabolism(3)															X				X					
EWNT7005: Nutrition Biochemistry(3)																								
EWNT7209: Nutritional Assessment(3)					X																			
EWNT7005: Nutritional Physiology(3)																								
Semester 2																								
EWNT7009: Medical Nutrition Therapy(3)					X					X														
EWNT7202: Nutrition Education and Counseling(3)								X	X		X			X									X	
EWNT7002: Thesis Research I(3)				X		X						X							X					
Semester 3																								
EWNT7215: Supervised Practice I(3)	X	X	X									X				X	X				X	X	X	
EWNT7216: Supervised Practice II(3)	X	X	X									X				X	X				X	X	X	
EWNT7209: Nutritional Support and Practice(3)																					X			
EWNT7003: Thesis Research II(3)						X						X							X					
Semester 4																								
EWNT7217: Supervised Practice III(3)	X	X	X									X				X	X				X	X	X	
EWNT720: Supervised Practice IV(3)	X	X	X									X				X	X				X	X	X	
EWNT7209: Application of Medical Nutrition(3)																								

Courses & Rotations	KRD 4.1	KRD 4.2	KRD 4.3	KRD 4.4	KRD 4.5	CRD 4.1	CRD 4.2	CRD 4.3	CRD 4.4	CRD 4.5	CRD 4.6	CRD 4.7	CRD 4.8	CRD 4.9	CRD 4.10	CRD 4.11		KRD 5.1	KRD 5.2	KRD 5.3							
Semester 1																											
EWNT7001: Nutrient Function and Metabolism(3)																											
EWNT7005: Nutrition Biochemistry(3)																				X							
EWNT7209: Nutritional Assessment(3)																											
EWNT7005: Nutritional Physiology(3)																											
Semester 2																											
EWNT7009: Medical Nutrition Therapy(3)																											
EWNT7202: Nutrition Education and Counseling(3)								X								X											
EWNT7002: Thesis Research I(3)										X	X																
Semester 3																											
EWNT7215: Supervised Practice I(3)						X	X		X			X	X	X	X												
EWNT7216: Supervised Practice II(3)						X	X		X			X	X	X	X												
EWNT7209: Nutritional Support and Practice(3)																											
EWNT7003: Thesis Research II(3)																											
Semester 4																											
EWNT7217: Supervised Practice III(3)						X	X		X			X	X	X	X												
EWNT720: Supervised Practice IV(3)						X	X		X			X	X	X	X												
EWNT7209: Application of Medical Nutrition(3)	X	X	X	X	X																						

Appendix E

Student's Evaluation of Supervised Practice

Student Name: _____

Preceptor: _____

Site: _____

Rotation: _____

Dietetic student: Please evaluate your learning experiences based on the following rate scale.

Evaluation criteria

4=strongly agree 3=Agree 2=Disagree 1= Strongly disagree

1. Preceptor	
a. was knowledgeable	
b. was organized in supervising	
c. Encouraged questions	
d. encouraged independent work	
e. was available to observe me & answer questions	
f. evaluated me in a fair and objective manner	
2. Opportunity to learn	
a. opportunity for maximum experiences was given	
b. opportunity for maximum exposure to patients was given	
c. Too little responsibility was appropriate for student level.	
3. Atmosphere	
a. Treated in professional and pleasant manner by the staff	
b. Facility was clean and a pleasant place to work	
4. Support Services	
a. Adequate educational resources were available	
b. Allowed to interact with other disciplines in the facility	

I would recommend this rotation/facility for the future.

Comment _____

Student's Signature: _____ Date: _____

Appendix F. Non-Compliance/Performance Form

Kyung Hee University Coordinated Program in Dietetics

Name of Student: _____

Rotation Placement: _____

Name of Preceptor filing the complaint: _____

This form is completed to provide written documentation of unsatisfactory performance of the above named student of the CPD Program at Kyung Hee University. The unsatisfactory performance of professional tasks or behavior is herewith shared with the student and documented:

The aforementioned complaint has been discussed with the student and the following specific interventions **(tasks and timeline** to demonstrate changes) to improve the student's performance have been suggested (attach additional sheets of papers if necessary):

Student's Signature: _____

Date: _____

Preceptor's Signature: _____

Date: _____

CPD Director's Signature: _____

Date: _____