GRADUATE PROGRAMS
IN HUMAN NUTRITION

STUDENT HANDBOOK
2017-2018
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INTRODUCTION

The Graduate Programs in Human Nutrition (GPHN) at Oregon Health & Science University (OHSU) encompass the Dietetic Internship (DI) graduate certificate program and the Master of Science in Human Nutrition (MSHN) program (formerly known as the Master of Science in Clinical Nutrition). There are two paths to receive a MSHN degree: one is to complete the MSHN requirements in combination with the dietetic internship (referred to as the MSDI), the other is to complete the MSHN requirements after previously completing a dietetic internship—at OHSU or elsewhere. The GPHN also offers a Master of Clinical Dietetics (MCD), a non-thesis degree program.

After establishing foundational knowledge in an undergraduate Didactic Program in Dietetics (DPD), students entering the GPHN engage in practical, competency-based learning and professional development in addition to didactic coursework. This manifests in the DI program as supervised practice hours in a nutrition/dietetics-related setting to build core competencies for a career as a Registered Dietitian Nutritionist (RDN). In the MSHN and MCD programs, students focus on research, statistics, and advanced critical thinking skills applicable to a nutrition/dietetics career. In the MSHN, students, working under the guidance of a faculty mentor, complete a novel research project, analyze the data collected from the project and present the results of his/her project both as a written thesis and oral defense. Students in the MCD program complete a comprehensive literature review, needs assessment, or other nutrition-related project under the supervision of their mentor. Upon completion, the project is summarized in a written deliverable as well as an oral presentation in the form of a seminar to faculty, students, and the public.

This handbook lays out the basic roadmap for the four tracks in the GPHN, and describes program-specific missions, procedures, policies, and recommendations. As a part of the OHSU School of Medicine (SOM), the GPHN is governed by the Graduate Council By-Laws, general OHSU Academic Policies and Student Affairs Policies. Students should familiarize themselves with these, as well as the SOM Graduate Student Handbook.

For additional information and links to these policies, refer to Appendix C.

Mission Statement of the Graduate Programs in Human Nutrition

The Graduate Programs in Human Nutrition supports the overall vision of OHSU, which is to improve the health and quality of life for all Oregonians through excellence, innovation and leadership in health care, education and research. A fundamental priority throughout OHSU is to enable each student to achieve his or her potential as a health care professional while efficiently and effectively meeting the health-related needs of the multiple communities he or she will serve.

Our program strives to provide our students with a dynamic array of knowledge and skills so that they are prepared to practice in and advance the fields of nutrition and dietetics. We also believe strongly in giving back to the profession, and it is our hope that students will be inspired to help others and to advocate for themselves and the profession.
ACCREDITATION

The GPHN is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting body of the Academy of Nutrition and Dietetics. ACEND exists to serve the public by establishing and enforcing quality standards for the educational preparation of dietetics practitioners, and by recognizing dietetics education programs that meet these standards. The OHSU Dietetic Internship Program completed a self-study report and site visit in February of 2017 to seek continued accreditation for both the DI and MSDI through 2024.

Attending and successfully completing the DI or MSDI at OHSU allows students to apply for eligibility to sit for the registration exam administered by the Commission on Dietetic Registration (CDR). To learn more about the RDN exam, contact the CDR.

Commission on Dietetic Registration
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606
Toll Free: 800-877-1600 Ext. 5500
cdr@eatright.org

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COMMUNICATION

OHSU EMAIL

All students are issued an OHSU email account and are expected to use this email account for all correspondence relating to the program. Students should check this email account daily at the minimum and respond to email requests as soon as possible. If you receive any spam emails, forward the entire message to antispam@ohsu.edu. Do not open any attachments or forward to anyone else, then block the sender.

STUDENT PORTAL

The Student Portal serves as a central portal for information pertaining to OHSU, academics, and student life. While our program does not put pertinent information on this site, it is highly recommended that students check this portal frequently or subscribe to the RSS feed for email updates, especially for information related to the JBT Health & Wellness Center, SOM Graduate Studies Office, and more.

GRADUATE STUDENT OFFICES, COMPUTERS & PRINTERS

The GPHN graduate student offices are located in Gaines Hall, room 212 and room 48. The key code for these offices will be sent to all incoming students at the start of their program by the Administrative Program Coordinator and is the same for both offices. Computers, printers, refrigerators, microwaves, and water coolers
are located in each office for student use. Students are responsible for removing trash and notifying the Administrative Program Coordinator of any other needs.

Students are strongly encouraged to have a personal computer and printer. Computers and printers are available for use in the student offices, but space and resources are limited. Additional computers and printer are located in the Library on the 3rd floor of the Biomedical Information Communication Center (BICC).

Several specialized software programs are available to students on the computers in the student office (GH Room 212). Programs include STATA, Prism, and ESHA Food Processor.

Acceptable use of GPHN printers: The GPHN provides printers for student use as a courtesy only, these printers are not meant to be a student’s primary print source. The bulk of printing should be done on the student’s own printer.

MEDFORD-BASED STUDENTS

Students placed in Medford must have access to high speed internet and a computer with a microphone and camera to participate in classes remotely. Our Medford-based students are expected to have a hardwire connection to the internet with an Ethernet cable or similar to participate in classes. Wi-Fi should not be used to connect to classes. Students placed in Medford will utilize Nexus/Acano via OHSU’s EdComm Department to connect to and participate in classes and other program-related activities. If there are any connectivity issues, contact EdComm first at edcomm@ohsu.edu.

COPY CODES

Students are strongly encouraged to apply for a copy code through the OHSU Copy Center and load a small amount of money (e.g., $5 or $10) onto this account for use with the copier and printers in the library and the copier in Gaines Hall.

SAKAI

Sakai is OHSU’s online course management system and includes a suite of useful web-based tools supporting communication and collaboration. Most courses have a Sakai component, which could include posted videos or assignments, supplemental reading, or as a platform to facilitate assignment submissions, quizzes, and online discussions.

Students log into Sakai with their OHSU credentials. It is supported by the Sakai Help Desk which can be contacted via e-mail at sakai@ohsu.edu or by phone at 877-972-5249.

BOX

Students have access to Box.com, OHSU’s preferred cloud storage system. It works like other cloud storage systems including Dropbox, Google Drive, and Microsoft’s OneDrive, but with added protections in place for OHSU confidential and restricted data or protected health information. It can also bridge the gap between Apple and Microsoft operating platforms. Box operates independently from any one system, which makes sharing and syncing documents easy. Students must use Box for any shared information related to OHSU, supervised practice
rotations, coursework, etc. Do not use Dropbox, Google Drive, or similar for any HIPAA or other protected and confidential information.

Prior to graduation, students must develop a plan to transfer all important documents, information, and/or data to the appropriate OHSU faculty or research mentor as all student Box accounts are closed after graduation.

**BLUE COURSE EVALUATIONS**

To continually improve and refine course content and delivery, OHSU has developed a standardized online evaluation survey that allows students to efficiently provide feedback on courses and instructors. This information is reviewed by the GPHN Program Director and curriculum committee, and shared with the course instructor(s) in the form of composite numeric scores and a narrative of comments. Feedback to instructors should be professional and constructive in nature and include comments about both strengths and weaknesses as appropriate. We value student comments and expect all students to participate in this anonymous online evaluation process. Although individual responses are not identifiable, participation is monitored as we maintain a completion rate goal of 100%.

Course evaluations will be open seven days prior to end of the course and close seven days after the end of the course. Students will receive an email message one week prior to their courses ending, prompting them to log into Sakai to complete their course evaluations. The email will contain a link to the course evaluation page, which can be accessed once the student logs into Sakai. Students will receive an email reminder every three days until the evaluations close. Once done, the student will see a list of course evaluations for each course taken during the term. Students can also access the course evaluations via the "My Workspace" area in Sakai.

**MAIL**

Incoming mail addressed to the program is held in the administrative office in Gaines Hall, Room 207 (mail code: GH 207). If a student needs to receive correspondence from off-campus, it should be addressed to:

Graduate Programs in Human Nutrition  
Oregon Health & Science University  
3181 SW Sam Jackson Park Road  
GH 207  
Portland, OR 97239-3098

Parcels and couriered mail should be addressed using our street address:

Graduate Programs in Human Nutrition  
840 SW Gaines St  
GH 207  
Portland, OR 97239

We will forward program-related mail to students placed outside of the Portland-metro area.

**OHSU ALERT LINE**

The OHSU Emergency Mass Notification System (OHSU ALERT) allows OHSU to notify students, faculty, staff, and the surrounding campus community, in the event of an emergency by sending a broadcast message via text
message, pager, or both. OHSU Alert is a method of communicating emergency information to a large number of people as quickly as possible. It is not used for non-emergency, routine or spam messages. The telephone number for the OHSU Alert Line is 503-494-9021.

STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) governs access to student files. Students should review the annual notification of student rights (under general information) on the Registrar’s website for a full explanation of rights under FERPA. Additional information regarding student records can be found in the Student Records Policy and Graduate Council By-Laws. Students can use the Student Information System to display grades, display unofficial transcripts, review charges and make payments online, review holds (if they exist), view personal information such as address, e-mail, etc., view and/or print class schedules and register for classes.

ACADEMIC CALENDAR

YEAR OVERVIEW

Students will be granted pre-scheduled leave during the year, which includes fall break, Thanksgiving Day and the day after Thanksgiving, winter break, spring break, and summer break (if applicable). Other holidays observed include Martin Luther King, Jr. day, Presidents’ day, Memorial day, Independence day, and Labor day. For students in a master’s program, advisors should be consulted before any extended leaves are planned as students may have work to complete during holiday breaks. All dietetic intern students, including MSDIs in their first year, should review the Absences section of this handbook.

For specific registration dates and deadlines, including deadlines to withdraw or receive a tuition refund, consult the Registrar’s Office’s comprehensive Academic Calendar.

ADVISING & PROGRESS REPORTS

DI students will meet with the Supervised Practice Coordinator near the end of fall term and spring term to discuss progress in rotations and monitor the attainment of the core competencies in nutrition/dietetics.

The Master’s Program Coordinator serves as an academic advisor for students in our master’s programs. Her role, in consultation with the student’s primary mentor and Thesis Advisory Committee (TAC), is to help students plan their course of study, assist with registration, and answer questions about the program.

Every master’s student will complete a Graduate Progress Report form and meet with the Master’s Program Coordinator at the beginning of fall and spring terms. The Graduate Progress Report must be submitted to the Master’s Program Coordinator prior to the advising appointment. The Master’s Program Coordinator reviews students’ reports to help make an assessment of student progress toward degree completion. The Graduate Progress Report forms will be maintained in the student’s program record. These Graduate Progress Report forms may be shared with the student’s TAC, the Master’s Program Director, and the GPHN Program Director. The form can be downloaded from the GPHN website under Graduate Forms of the Current Students tab.

The Master’s Program Director will assist students in selecting a thesis research mentor that aligns with their interests, if possible. As outlined in the TAC Policy, students must have a formal meeting with their TAC at least every six months to discuss thesis progress. Students will likely meet with their mentor/project advisor on a more
frequent basis. Dates of TAC meetings and TAC meeting summary reports must be provided to the Master’s Program Coordinator, and reports will also be filed in the student’s record.

**ASSESSMENT OF PRIOR LEARNING**

Our program offers students the opportunity to request a waiver for only one course (NUTN 514) within our curriculum. We do not grant supervised practice hours or waive any other required courses based on an assessment of prior learning or competence.

Students entering the program with a thesis-requiring Master’s or Doctoral-level degree may petition for waiver of credit for NUTN 514 (Nutrition Research and Scientific Communication; 3 credits) if the student’s transcript indicates that a similar graduate-level course has been completed within the past three years with a grade of B or higher. The student will then set up a 3 credit Independent Study course or elective pertaining to a relevant area of study.

All waivers must be approved by the GPHN Program Director, the Associate Dean for Graduate Studies, and the Registrar. All waiver decisions will be clearly documented in the student’s file. To request a course waiver, use the Course Transfer Approval Request Form located on the School of Medicine Graduate Studies website under Section 2. Course waivers for all other courses will be reviewed and considered on an individual basis by the GPHN faculty.

**STUDENT AFFAIRS**

The purpose of the Office of Student Affairs at OHSU is to create a campus environment that attracts and supports students of varying backgrounds and abilities and to empower them to reach their full potential. The office works in partnership with OHSU’s Office of the Executive Vice Provost, faculty, staff, and students to enhance student learning inside and outside the classroom.

The Office of Student Affairs includes a broad range of services and programs devoted to the social, physical, psychological, financial, ethical, and cognitive development of all OHSU students.

**ACCESSIBILITY**

Our program is committed to all students achieving their potential. Students who have a disability or think they may have a disability (including but not limited to physical, hearing, vision, psychological and learning disabilities), which may need special accommodation, should contact the Office of Student Access to discuss options.

503-494-0082  
studentaccess@ohsu.edu

Because accommodations can take time to implement, it is important to have this discussion as soon as possible after the student commits to our program. Retroactive requests for accommodations cannot be made. For more information, refer to the OHSU Student Access website.

**ABSENCES**
Attendance at all program-related supervised practice rotations, events and activities is expected at all times and in a punctual manner. Please arrive at least five minutes before the start of each session to prepare for lecture and avoid disrupting the speaker and classmates.

If a course must be missed, for any reason, it is the responsibility of the student to be aware of potential ramifications, and to contact the instructor as needed. Individual courses may have varying policies regarding absences, as described in each course’s syllabus. Be aware that some courses may require instructor approval before missing class.

**MISSED SUPERVISED PRACTICE HOURS**

Should it be necessary for the student to be absent due to illness or personal/family emergency from the assigned supervised practice setting, the student must notify the preceptor and Supervised Practice Coordinator as soon as possible and before his/her scheduled start time for the day. If it is necessary for the student to leave the rotation setting early, due to illness or personal/family emergency, the student must obtain permission from the preceptor, and notify the Supervised Practice Coordinator. Medical appointments should be scheduled during “off hours” or scheduled with the preceptor so that no rotation time is lost. If a conflict between a medical appointment and supervised practice cannot be avoided, the student must inform the preceptor and the Supervised Practice Coordinator prior to the appointment. All hours missed including hours for medical appointments, illness or other emergencies, will need to be made up. All other personal business is an unacceptable absence. Prior approval from the preceptor and the Supervised Practice Coordinator is required before registering for non-mandated conferences and other activities that conflict with supervised practice hours. Please note that approval may not be granted. Hours completed in one rotation do not transfer to another rotation and thus, do not count toward “make-up” hours for absences.

A minimum of 1,200 hours of supervised practice is required by ACEND and the OHSU Dietetic Internship. All learning experiences and scheduled hours must be successfully completed. Make-up time for missed supervised practice may need to be scheduled during time that would generally be considered “off” hours/days.

**LEAVE OF ABSENCE**

Pregnancy, long-term illness, or extenuating circumstances that keep a student from meeting class and/or rotation demands for an extended period of time (a week or more) will require official documentation, such as a doctor’s note, so that the program may formally accommodate the student’s needs. Extended absences may require a formal leave of absence. As stipulated in the Graduate Council By-Laws, a leave of absence may only be granted to a student who is in good academic standing at the time of the request.

For additional information, consult the Voluntary Leave of Absence & Withdrawal Policy. The Leave of Absence form can be found on the Registrar’s Website under General Registrar Forms.

**INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE**

Should a student become ill or have an accident while at a rotation site, the preceptor for that student must be advised and should assist with the medical emergency as needed. Preceptors will also assist with site specific reporting procedures in the event of an accident or injury including notifying the Supervised Practice Coordinator.
The Supervised Practice Coordinator will make arrangements as dictated by the problem and guide the student through the OHSU reporting process.

INCLEMENT WEATHER

In the event of inclement weather, (i.e., snow or freezing rain) every attempt should be made to reach a rotation site or class as scheduled, as long as it can be achieved safely. If delayed, students should contact the preceptor or course instructor and inform him/her of the delay as soon as possible. Public transportation may experience delays but usually remains open. If a decision is made to cancel classes at OHSU, this will be communicated on the OHSU Alert Line, the O2 website, and by the instructor. If inclement weather affects a rotation day, the student is advised to follow the guidelines outlined by the facility to which they are assigned on that day. In the event of inclement weather, updates are placed on the O2 website.

TRANSPORTATION

Travel to and from rotation sites or other off-campus sites is the responsibility of the student. Access to a car is recommended, but other reliable forms of transportation are acceptable, such as public transit. Distances between the student’s primary placement site and/or ancillary rotation sites may vary and it may be necessary for the student to travel extended distances. All students are required to travel to their scheduled rotation site, regardless of distance. The GPHN does not pay for travel expenses, nor does the program provide vehicles for student travel to external sites.

Travel Liability Statement

The GPHN and OHSU assume no responsibility for student travel. Vehicle insurance and expenses are the responsibility of the student. If the student is a passenger in a car traveling for program-related business—including supervised practice rotations—the driver must carry liability insurance for coverage in the event of a car accident.

EXPENSES

TUITION & FEES

OHSU’s Tuition and Fee Book is available to view on the Registrar’s Office site, under “Dietetic Intern, Master of Science in Clinical Nutrition or Master of Clinical Dietetics.” Exact tuition charges vary based on the number of credits taken per term. For deadlines to withdraw or receive a tuition refund, consult the Registrar’s Office’s comprehensive Academic Calendar.

Major medical and dental insurance is required for all students and is available through OHSU’s student insurance plan; however, fees for major medical and dental insurance may be waived if the student has comparable insurance and applies for a waiver from the Joseph B. Trainer Student Health & Wellness Center. Professional liability coverage is provided by OHSU at no cost to the student.

ADDITIONAL EXPENSES (ESTIMATED)
Parking at OHSU is extremely limited. Students may ride the OHSU Shuttle, Portland Streetcar, and Portland Aerial Tram free of charge when wearing an OHSU ID Badge. TriMet (bus and MAX) and C-Tran passes are available at a 70% reduced price. OHSU is also easily accessible by bike and there is free valet bike parking available at the South Waterfront campus. More information is available from OHSU Transportation & Parking.

**Background Check (approximate)**

*Fee is based on current and previous states of residency. The GPHN or OHSU may reimburse a portion of this fee. Please keep all receipts.*

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<th>Background Check (approximate)</th>
<th>$60.00</th>
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**Academy of Nutrition and Dietetics Student Membership**

*Required for all students enrolled in a GPHN track.*

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<tr>
<th>Academy of Nutrition and Dietetics Student Membership</th>
<th>$64.00</th>
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**ServSafe Manager Certification (DI and MSDI only)**

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<th>ServSafe Manager Certification (DI and MSDI only)</th>
<th>$140.00</th>
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**Basic Life Support for Healthcare Providers course**

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<th>Basic Life Support for Healthcare Providers course</th>
<th>$90.00</th>
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**Graduation Regalia (approximate)**

*Cost may vary.*

<table>
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<tr>
<th>Graduation Regalia (approximate)</th>
<th>$40.00</th>
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**Housing (approximate)**

*Students are responsible for making their own housing arrangements, estimated to be $700.00 per student per month for a shared apartment.*

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<th>Housing (approximate)</th>
<th>$7700.00</th>
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**Transportation (approximate)**

*A car or other form of dependable transportation is required for transportation to and from rotation sites.*

<table>
<thead>
<tr>
<th>Transportation (approximate)</th>
<th>$1,000.00</th>
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**Textbooks (approximate)**

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<th>Textbooks (approximate)</th>
<th>$300.00</th>
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**Official Transcripts for CDR Verification for RDN Exam (approximate)**

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<th>Official Transcripts for CDR Verification for RDN Exam (approximate)</th>
<th>$15.00</th>
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**Total (does not include tuition and fees)**

<table>
<thead>
<tr>
<th>Total (does not include tuition and fees)</th>
<th>$9409.00</th>
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**SCHOLARSHIPS AND AWARDS**

The Academy of Nutrition and Dietetics Foundation offers a variety of scholarships. Award details and eligibility requirements may be found on the Academy Foundation scholarship site.
The Oregon Academy of Nutrition and Dietetics typically offers a modest scholarship to an Oregon student(s). Students are nominated by their program faculty and cannot nominate themselves for these awards. To be eligible for certain student awards, the student must be a member of the Oregon Academy. To become a member, the student must change his/her state affiliation with the Academy of Nutrition and Dietetics.

Western Maternal Child Health Nutrition Partners offers at least four scholarships per year through their Trainee program to support nutrition graduate students at partner institutions—including OHSU—with an emphasis on leadership development.

The LEND Nutrition Fellowship provides participants with hands-on training in nutrition assessment and medical nutrition therapy for children with disabilities with particular emphasis on interdisciplinary team approach.

The Center for Diversity and Inclusion also compiles a list of scholarships available to graduate students interested in areas of the health and sciences.

PROFESSIONALISM

It is the goal of the GPHN to help students make the transition from students to professionals as quickly and easily as possible. The OHSU Code of Conduct, Professional Conduct Policy for Graduate Programs of the School of Medicine, Academy of Nutrition and Dietetics Code of Ethics, and this handbook serve as guides for conduct at all times. Student professionalism will be assessed continually by preceptors, faculty, and staff. Appropriate behavior is an important component to student success.

FORMS OF ADDRESS

Unless given permission to do otherwise, use the formal form of address Mr., Ms., Mrs., Miss, Dr. or Professor, rather than the first name when addressing faculty, staff, preceptors, clients and other members of the health care team, including dietetic technicians, food service staff, or clerical personnel. When in doubt, ask a person how he/she would like to be addressed.

CONFERENCES

To enhance professional development and to begin networking, students are encouraged to attend conferences pertaining to nutrition and dietetics. As part of their course of study, students may be required to attend professional meetings, such as the Oregon Academy of Nutrition and Dietetics annual conference.

PUBLICATIONS & PRESENTATIONS

One way to forge a professional name for oneself is to write for publication. While not required, students are encouraged to explore professional writing experiences, such as writing articles for professional newsletters or the OHSU School of Medicine student blog. Presentation opportunities exist for students at the Portland Academy of Nutrition and Dietetics meetings, the Oregon Academy of Nutrition and Dietetics conference, and the OHSU Research Week poster sessions for posters developed in conjunction with NUTN 514, thesis/capstone work, or NUTN 500 community outreach projects. Other opportunities may arise throughout the academic year, which should be discussed with the Program Director for master’s students or the Supervised Practice Coordinator for DI and first year MSDI students.
APPEARANCE & ID BADGE

All GPHN students are expected to abide by the OHSU Professional Appearance Policy whether in class or rotations. Although classrooms may not be located within a building that provides patient care, students may have occasion to walk through OHSU patient care areas throughout the day, and it is good practice to maintain a professional demeanor at all times. Students in rotations outside OHSU should be aware that each facility may have its own appearance policy. When in rotations at other facilities, students must follow the policy of the facility in which they are placed.

While on campus or at a rotation site, the student’s OHSU-issued Identification Badge and/or affiliated site badge must be worn at all times in a visible, upright position at chest or collar level. Badge holders must be kept clean. Identifying information must be visible to others with whom the student interacts. Lanyards are not acceptable.

SUPERVISED PRACTICE

Dietetic preceptors at OHSU and all of our affiliated sites serve in this important educational role because of good will, a strong desire to mentor, and a commitment to the dietetics profession. The impression a student leaves with preceptors, patients, and clients is important for future success, as well as for the program to maintain good working relationships with all of these generous practitioners. First and foremost, students should be prompt in all communications and meeting appointments, and in carrying out all assignments. Some preceptors may be future employers. It is very important to make a consistent and positive impression. To show gratitude, we strongly encourage students to write thank you notes to preceptors after each supervised practice rotation.

Successful completion of supervised practice is partially based on the preceptors’ assessment of professional attributes, as well as the student’s ability to demonstrate competencies. Please remember that competence and professional attributes are assessed independently and students must demonstrate achievement in both areas.

Rotation sites may have additional professional appearance and conduct policies. Follow all guidelines as directed at each supervised practice site. Students should wear the white laboratory coat provided by the GPHN over street clothes in all patient care and food handling areas, unless directed otherwise by a preceptor.

Further details related to supervised practice expectations are specified in the NUTN 504: Supervised Practice course syllabus. Additional information on contacting preceptors prior to the start of rotations is also provided on Sakai within the preceptor contact lists.

ETHICS

ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

The Academy and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners and members of the Academy have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.
As members of the OHSU community, students are expected to uphold the standards outlined in the OHSU Code of Conduct, which guides the behavior and performance of all members of the OHSU community. The OHSU Code of Conduct can be found on the OHSU website.

Information Privacy and Security (IPS) ensures OHSU appropriately protects the confidentiality, availability, and integrity of all OHSU information. To learn more about IPS, visit the Integrity Department’s IPS O2 page. If your laptop or phone is lost or stolen, contact the Integrity Department immediately: oips@ohsu.edu or 503-494-0219.

Research Integrity ensures compliance with all laws, regulations and guidelines that govern human, animal, basic science and applied science research at OHSU. Research Integrity provides professional support and oversight for the Institutional Review Board, the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee (IRB) and the Conflict of Interest in Research Committee. Contact the Master’s Program Coordinator for IRB assistance.

PROFESSIONAL CONDUCT POLICY FOR GRADUATE PROGRAMS OF THE SCHOOL OF MEDICINE

This policy was approved by the Graduate Council to establish expectations for graduate students in academic programs in the School of Medicine. Graduate students are held to a higher standard than undergraduates and are understood to be laying a foundation for their professional career or continued research, and review and abide by the points made in the Professional Conduct Policy.

STUDENT GRIEVANCES

Students have the right to grieve matters related but not restricted to the following areas: rights of authorship on scientific publications, student/mentor relationships, laboratory safety concerns, and grading policies. Students may not grieve disciplinary action, grades (including failure of the qualifying exam or failure of the oral thesis/dissertation exam), dismissal or other action taken under the Professional Conduct Policy. Steps for filing a grievance, including recourse to an administrator other than the Program Director, can be found in the Graduate Council By-Laws.

Complaints related to supervised practice should first be addressed with the preceptor. If unable to resolve the issue with the preceptor, the student should contact the Supervised Practice Coordinator. If the issue is not resolved by the Supervised Practice Coordinator, then the Program Director may be involved.

Whether the grievance occurs in a didactic course or supervised practice, retaliation is not permitted by any of the parties: Program Director, Supervised Practice Coordinator, other faculty or staff, student, or preceptor.

Students in the DI and MSDI may submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. Note that ACEND will investigate only signed allegations that the program is not in compliance with accreditation standards or policies. Information about filing a complaint with ACEND against an accredited program can be found online. ACEND can be reached at:

- Online: http://www.eatrightpro.org/resources/acend
- Email: ACEND@eatright.org
ELECTIVES

Nutrition electives for the MSDI, MSHN, and the MCD programs are available through the GPHN in the fall, winter, and spring with varied course content. Elective credits may also be taken through other programs including the Interprofessional Education (IPE) Series. Credits taken outside the GPHN must be approved by the GPHN Program Director prior to enrollment. Six of the required elective credits required of the MSHN must be from nutrition courses offered by the program. All elective courses should be discussed with and agreed upon by the student’s primary mentor and/or TAC. Students may choose to take the biostatistics series (BSTA 511, 512, 513) instead of PHPM 524: Introduction to Biostatistics, as part of their elective credits to receive advanced statistical training. An advisor may recommend this track if the student will perform advanced statistical data analyses as part of the thesis project.

DI students are welcome to enroll in any GPHN or IPE elective. For DI students interested in applying to the master’s program, taking electives during the DI year may expedite the completion of a master’s degree, if accepted into the program.

INTERPROFESSIONAL EDUCATION (IPE)

The goal of the OHSU Interprofessional Initiative, launched in May 2012, is to prepare all OHSU students for deliberatively and intelligently working together with a common goal of building a safer and more effective patient-centered and community-oriented health care system within Oregon and across the United States, ultimately impacting the health and well-being of populations worldwide.

As part of the new curriculum, dental, medical, nursing, nutrition (except those placed in Medford), physician assistant, and radiation therapy students are required to attend IPE sessions during their first year at OHSU. The one credit course, IPE 501: Foundations of Patient Safety and Interprofessional Practice, is designed for early health care learners from all OHSU schools and programs to introduce them to the importance of best practices for professionalism, roles and responsibilities, teamwork, communication, ethics, and collaborative practice as a means to improve the quality and safety of patient care.

ACADEMIC STANDARDS

APPLICATION FOR GRADUATE CERTIFICATE OR DEGREE

To be eligible to graduate with a graduate certificate or degree, the student must maintain a minimum cumulative 3.0 GPA, pass all required courses with a grade of “B-” or above, complete the required minimum number of credits, complete all planned supervised practice experiences, which may exceed 1,200 hours (if applicable), and finish all thesis or capstone requirements (if applicable), including depositing the thesis with the OHSU library. The Application for Degree form must be completed online through SIS one term before the student’s expected graduation. From the time of matriculation, students have six years to complete the graduate degree or certificate requirements, unless granted a leave of absence.

Note: The Application for Degree form must be filled out exactly to reflect the student’s expected degree. DI students will select “Dietetic Internship” under the School of Medicine Certificate option. Students in the masters
programs (MSDI and MSHN) will select the “MS” degree under the School of Medicine. Students in the MCD program will select the “MCD” degree under the School of Medicine.

**GRADING POLICY**

Per OHSU Academic Policy 02-70-020, each academic program stipulates standards for academic progression and graduation including a minimum required grade for specific courses. For the GPHN, students must receive a P or a grade of B- or higher to pass all NUTN courses.

**CONTINUOUS ENROLLMENT**

All students admitted to the GPHN must be continuously enrolled until graduation, except for periods in which they are absent for an approved leave of absence. Taking a minimum of 1 credit per term during the regular academic year (Fall, Winter and Spring terms) will constitute continuous enrollment. Registration during the Summer term is not required to meet the continuous enrollment requirement but may be required for defense and submission of a thesis. Failure to register by the sixth week of the term without an approved leave of absence will result in administrative withdrawal of the student’s admission to the GPHN.

**ELIGIBILITY FOR REGISTRATION EXAM**

Upon successful completion of the program, the Program Director will work with each student to complete the eligibility paperwork for the registration exam for dietitian nutritionists (RDN exam). During this meeting, the Program Director will provide students with at least five signed original copies of the Verification Statement, indicating successful completion of the dietetic internship. In addition, an original signed statement is maintained in the program files. If not already on file, students must provide an official/primary source transcript, which includes date the degree was awarded/conferred/granted, of their highest degree earned. For students in the MSDI program, this will be an official OHSU transcript.

Verification Statements are signed by the Program Director after the student has met all competencies for NUTN 504, met all professional attributes described on the professionalism evaluation form, completed at least 1,200 hours of supervised practice rotations through all scheduled supervised practice rotations, passed all required courses with a grade of “B-” or better and maintained an overall grade point average of 3.0 or higher.

Following completion of all Commission on Dietetic Registration (CDR) paperwork, the Program Director submits registration eligibility applications electronically to CDR. Graduates should receive confirmation of their RDN exam application eligibility from CDR within approximately two to three days via email. Graduates will also receive the registration exam application and handbook from Pearson VUE with specific instructions for testing.

For MSDI students, Verification Statements will not be signed until the MS degree is conferred by OHSU. Degrees are not conferred by OHSU until the end of the term in which the student completed their degree requirements. Instructions for ordering an official OHSU transcript can be found on the Registrar’s website at Order Official Transcripts. When ordering an official transcript for RDN exam eligibility, select the option to have the transcript sent only after the degree is conferred.
The GPHN tries to cultivate relationships with our graduates to further job leads, recruit preceptors for our program, gain mentors for community outreach projects, or any other opportunities that become available. Plus, we like to celebrate the accomplishments of our graduates! We ask that graduates keep us apprised of their current email address and, when the time comes, take a moment to respond to our brief electronic alumni survey.

**ALUMNI SURVEYS**

As part of our ACEND accreditation we are required to send out surveys at the one, three, and five year mark following graduation. Your responses help us evaluate the effectiveness of our program, how it prepares our graduates for the RDN exam, and gives us an idea of our graduates’ employment prospects after they leave the GPHN. Without these surveys, we cannot make adjustments that continually improve our program and put our graduates in a more competitive position.
PROGRAM OVERVIEWS

DIETETIC INTERNSHIP

MISSION

The Dietetic Internship (DI) program prepares graduates to deliver evidence-based nutrition care and dietetics services to improve the health of Oregonians and individuals living throughout the United States. We foster the pursuit of excellence in dietetic interns through the provision of a wide array of experiences in professional leadership and practice to be carried forward into their careers as Registered Dietitian Nutritionists.

LEARNING OBJECTIVES

After completing the DI, students will be able to:

1. Interpret and apply evidence-based guidelines pertaining to the nutrition care of individuals, community groups, and/or populations.
2. Evaluate and integrate emerging research to advance knowledge and skills in dietetics practice.
3. Design, conduct, and evaluate an outreach project addressing a food or nutrition need in the community.
4. Use verbal and written communication skills to effectively care for patients/clients, disseminate information to the public, and participate as an integral member of the healthcare team.
5. Counsel patients/clients to set achievable and measurable goals and employ behavior change strategies to enhance dietary choices that optimize health and wellness.
6. Apply principles of leadership, ethics, and management to clinical and community-based nutrition services, educational and research programs, and foodservice operations.

Program goals and objectives are available on the GPHN website.

REQUIRED COURSES

NUTN 500 Community Outreach Project 2 credits
NUTN 504 Supervised Practice 21 credits
NUTN 510 Public Health Nutrition 3 credits
NUTN 511 Pathophysiology and Medical Nutrition Therapy 3 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy 3 credits
NUTN 513 Food Service and Clinical Management 2 credits
NUTN 514 Nutrition Research and Scientific Communication 3 credits
NUTN 515 Case Studies in Advanced Medical Nutrition Therapy 2 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice 1 credit

TOTAL 40 Credits

AREA OF CONCENTRATION

In 2012, ACEND began requiring all dietetic internships to select a unique concentration that would enrich its curriculum and set it apart from other internship programs. The GPHN chose a concentration in Community
Outreach because it directly reflects the mission of OHSU and inspires our students to build bridges between the classroom, clinic, and community. Our dietetic internship provides a greater number of supervised practice hours in clinical nutrition than any other area of dietetic practice, which appeals to students seeking a strong focus on clinical nutrition knowledge and skills. With the addition of our concentration in Community Outreach, students are also able to enhance their skills in leadership, interdisciplinary teamwork, and communication while participating in a community-based program. Our concentration in Community Outreach builds upon several of ACEND’s required Professional Practice competencies, including the following:

- CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
- CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.7: Apply leadership skills to achieve desired outcomes.
- CRDN 2.9: Participate in professional and community organizations.
- CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

Our concentration in Community Outreach also fulfills the following concentration-specific competencies:

1. Identify a specific community need(s) involving food and nutrition, set the goals and objectives, and integrate all required parties to carry out the project or activity.
2. Execute and then assess the effectiveness and impact of the community-focused project or activity.

**SUPERVISED PRACTICE – NUTN 504**

Supervised practice rotations encompass the work students do at a wide variety of rotation sites throughout the program. The Supervised Practice Coordinator monitors students’ progress in this course based on evaluations received from preceptors, including both the student’s ability to meet ACEND competencies and professional characteristics; on professional portfolio materials; and other assigned projects. Rotations generally occur Tuesday through Friday of each week for a minimum of 32 hours per week, and all schedules are finalized by the Supervised Practice Coordinator and Administrative Program Coordinator after the respective preceptors confirm their scheduled rotations. The preceptor(s) specify the start and anticipated end time for each day of a rotation, as well as the desired location to check-in each day. Preceptor contact sheets are provided during orientation, and are posted on the NUTN 504 Sakai site.

As a professional courtesy and to ensure there is sufficient time to arrange these plans, we require that students contact each preceptor by the specified timeframe on the Preceptor Rotation Contact List, at least two weeks in advance of each scheduled rotation. Failure to contact and make arrangements with a preceptor may result in a cancelled rotation. It is very difficult to reschedule rotations once schedules are finalized for the class, and all students must obtain a minimum of 1,200 hours of supervised practice to graduate and become eligible for the
RDN exam. Making up these hours may interfere with break plans and/or delay a student’s date of graduation. Students will likely exceed the 1,200 hours as graduation approaches; however, all supervised practice experiences must be completed regardless. Students are not allowed to rearrange their supervised practice schedules without the knowledge and approval of the Supervised Practice Coordinator. More information on missed hours can be found above.

Some assignments and special projects required by preceptors may need to be completed during evenings or weekends. Rotation schedules may change at any time based on preceptor availability or other extenuating circumstances. The Supervised Practice Coordinator will inform students of any changes as soon as she is made aware of the issue.

Please note that the rotation site will retain full authority and responsibility for patient care and quality standards, and will maintain a level of care which meets generally accepted standards conducive to satisfactory instruction. While at the rotation site, students will have the status of trainees, are not to replace rotation site staff, and are not to render unsupervised patient care and/or services.

Due to the fast-paced and dynamic nature of the internship, we strongly advise against employment during this 11-month period of time.

AFFILIATED PRACTICE SITES

The OHSU Dietetic Internship Program maintains affiliation agreements with most major hospitals, clinics and nutrition-related programs in Portland and beyond. A list of major clinical sites that frequently accept OHSU dietetic students follows:

- OHSU Hospital and Doernbecher Children’s Hospital
- VA Portland Health Care System (VAPORHCS, both Portland and Vancouver campuses)
- Legacy Emanuel Medical Center and Randall Children’s Hospital
- Providence (St. Vincent and Portland)
- Kaiser Medical Center (Sunnyside and Westside)
- Asante (Three Rivers Medical Center and Rogue Regional Medical Center, Medford area)
- VA Southern Oregon Rehabilitation Center and Clinics (VA SORCC, Medford area)
- PeaceHealth Southwest Medical Center (Vancouver, WA)
- Adventist Medical Center (Portland)

In addition, the program maintains affiliation agreements with multiple state agencies, non-profit organizations, corporations, and educational institutions in order to provide an array of supervised practice opportunities in public health, community nutrition, nutrition education, food service, management, and patient care.

While OHSU and the GPHN have extensive matriculation requirements, additional background checks, drug tests, fingerprinting, etc. may be required by other supervised practice sites. Any costs not covered by the supervised practice sites will be the responsibility of the student. These additional requirements may take two to three weeks or longer to complete, so advance planning is required.
COMPARISON OF SUPERVISED PRACTICE AND COMMUNITY OUTREACH

**Supervised Practice:** All dietetic internship programs that are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) must provide students with a minimum of 1,200 hours of supervised practice. ACEND defines supervised practice as planned learning experiences (including activities in professional work settings and alternate supervised experiences such as simulation, case studies and role playing) in which students perform tasks to demonstrate mastery of ACEND competencies. Learning activities performed by students that are not typically performed as part of the preceptor’s work responsibilities, such as writing papers, completing a study guide or other homework, should not be counted towards fulfilling supervised practice hours in professional work settings.

**Community Outreach:** ACEND requires all dietetic internship programs to select at least one unique “concentration.” A concentration is an area of program focus, within the context of the mission and goals of the program, which builds on the core knowledge and competencies and begins to develop additional depth necessary for future proficiency in a particular area. We chose a concentration in Community Outreach to honor OHSU’s mission, enrich our curriculum, and build bridges between the classroom and community. Our students plan and carry out projects to fulfill our community outreach concentration.

**SIMILARITIES**

Each student works in a small team to serve a community partner organization through a community outreach project. To be effective, students must understand the mission, vision, and goals of their partner organization. To help students become familiar with their partner organization, we try to place them in a supervised practice rotation at the same organization. If the community outreach organization cannot provide a supervised practice rotation for all students on the project team, we arrange rotations with similar or complimentary sites to give them this experience. By completing a supervised practice rotation at their community outreach site, students are better prepared to plan and implement an effective, relevant, and appropriate community outreach project. Students might work on their community outreach project during the supervised practice rotation, but not necessarily, depending upon the preceptor’s plan for the rotation.

**DIFFERENCES**

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<tr>
<th></th>
<th>Supervised Practice Rotations</th>
<th>Community Outreach Projects</th>
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<tbody>
<tr>
<td><strong>Primary Purpose</strong></td>
<td>Demonstrate attainment of ACEND core competencies; complete at least 1,200 hours in a variety of practice settings</td>
<td>Fulfill a community partner’s food or nutrition need through the development and implementation of a community-based project</td>
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<td><strong>Structure</strong></td>
<td>Individualized; 1:1 or 2:1 student to preceptor ratio</td>
<td>Team-based; typically 3-4 students working with one project mentor</td>
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<td><strong>Duration</strong></td>
<td>Rotations range from 2-6 weeks in length; minimum of 32 hours per week throughout the 11 month program</td>
<td>Projects span approximately 6 months; students each spend 2-3 hours per week on the project throughout</td>
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<td><strong>Evaluation</strong></td>
<td>Students are evaluated by preceptors using the program’s evaluation forms at the end of every rotation</td>
<td>Students complete peer evaluations based on their agreed upon division of labor; course instructor evaluations project proposal, summary, and poster</td>
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<tr>
<td><strong>Course Title</strong></td>
<td>NUTN 504: Supervised Practice Rotations</td>
<td>NUTN 500: Community Outreach Projects</td>
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## Contact Person

Jeri Finn (greenbej@ohsu.edu) or Lexie Jackson (jacksale@ohsu.edu), GPHN Instructors and Supervised Practice Coordinators

Carol DeFrancesco (defrance@ohsu.edu), GPHN Instructor and Community Outreach Coordinator

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### CURRICULUM MAP

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<th>Courses</th>
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**UNSATISFACTORY PERFORMANCE**

Preceptors evaluate the student’s performance in meeting specified competencies for supervised practice as defined by ACEND, as well as professional attributes using the assessment tools provided by the program. The Supervised Practice Coordinator utilizes these evaluations as well as other assignments to determine if the student meets a passing score at the end of each term. Students who fail to meet required competencies and/or professionalism attributes, will be assessed on a case by case basis by the Supervised Practice Coordinator, preceptor(s) and the Program Director to discuss remedial performance plans.
1. If a student does not meet an average score of 3.0 or above on a Competency or Professionalism Evaluation, the student must remediate the rotation. Remediation of rotations will be accommodated on a case by case basis pending availability of preceptors. The repeated rotation will not necessarily occur with the same preceptor or at the same rotation site, depending upon preceptor availability. The Supervised Practice Coordinator and/or Program Director will meet with the preceptor(s) that indicated the student’s failure to earn an average score of 3.0 or above during the rotation.

2. The Supervised Practice Coordinator will meet with the student and will, with the preceptor’s input and the Program Director, devise a plan for remediation.

3. The student will be required to follow the remediation plan and complete competencies and professionalism attributes at an acceptable level in order to progress to the next rotation. The program reserves the right to postpone upcoming rotations until the remediated rotation is completed with an average score of 3.0 or above.

   a. Two things can occur at this point:

      i. The student passes and advances to the next rotation.

      ii. The student fails to earn a score of 3.0 or above and the Program Director places the student on academic probation.

If a student is placed on probation for unsatisfactory performance, a disciplinary plan will be developed with the student, the preceptor(s), the Supervised Practice Coordinator and the Program Director. If the student does not pass the rotation during his/her second attempt, it is grounds for recommendation for dismissal from the DI or MSDI program.

Per OHSU Grading System Policy 0-01-0613, students who earn a No Pass may be permitted to remediate portions of the course (i.e. certain rotations) rather than repeating the course in its entirety. Whether the course must be remediated or repeated will be the decision of the course instructor, depending upon the cause and severity of the grounds for a No Pass. A student unable to move to good standing may choose to withdraw from the program. The guidelines for Voluntary Withdrawal from the Graduate Program are found in the Graduate Council By-Laws.
The combined Master of Science in Human Nutrition/Dietetic Internship (MSDI), formerly known as the Master of Science in Clinical Nutrition, prepares graduates to deliver evidence-based nutrition care and dietetics services to improve the health of Oregonians and individuals living throughout the United States. We foster the pursuit of excellence in dietetic interns through the provision of a wide array of experiences in professional leadership and practice to be carried forward into their careers as Registered Dietitian Nutritionists.

LEARNING OBJECTIVES

Graduates of the MSDI program are able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Conduct a Nutrition Focused Physical Examination to identify physical signs and symptoms of nutrition disease in hospitalized patients and communicate these findings using the Nutrition Care Process and International Dietetics and Nutrition Terminology to the healthcare team.
3. Counsel patients/clients to set achievable and measureable goals and employ behavior change strategies to enhance dietary choices that optimize health and wellness.
4. Perform a thorough review of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
5. Formulate and prepare a proposal to answer a novel nutrition research question: including problem identification, assessment of background information, articulation of the hypotheses and study aims, and design of work plan.
6. Execute a nutrition research work plan to acquire, manage, analyze and interpret data using data management and entry-level statistical analyses programs.
7. Illustrate research findings using graphing software to create tables, graphs and figures.
8. Disseminate research results or information about nutrition-related topics to scientists, health care professionals and members of the general public using poster, oral presentation, and written formats.
9. Interact with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environmental for all.

Program goals and objectives are available on the GPHN website.

REQUIRED COURSES

- NUTN 500 Community Outreach Projects 2 credits
- NUTN 503 Thesis 6 credits, minimum
- NUTN 504 Supervised Practice Rotations 21 credits
- NUTN 505 Reading & Conferences 1 credits
THESIS

Below is a sample timeline of the thesis process for students in the MSDI path. Students are not required to register for thesis credits every term but a student must be enrolled in a minimum of one thesis credit during the term in which the thesis defense takes place and the thesis is submitted to the library.

Further explication of requirements and forms are found in Appendix B.
MASTER OF SCIENCE IN CLINICAL NUTRITION

This degree track is for those who either have the RDN credential or who are eligible to sit for the RDN exam. The following degree requirements pertain to the class entering in the summer of 2016. Students applying for this program who matriculate in the summer of 2018 will follow a revised curriculum for the Master of Science in Human Nutrition.

MISSION

The mission of the Master of Science in Clinical Nutrition (MSCN) program is to train dietetic professionals in the methods, implementation and interpretation of nutrition science, who are prepared to apply and advance the field of nutrition in research, clinical, management and/or community areas of practice.

LEARNING OBJECTIVES

After completing the MSCN, students will be able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Conduct a Nutrition Focused Physical Examination to identify physical signs and symptoms of nutrition-related disease in hospitalized patients and communicate these finding using the Nutrition Care Process and International Dietetics and Nutrition Terminology to the health care team.
3. Counsel patients/clients to set achievable and measureable goals and employ behavior change strategies to enhance dietary choices that optimize health and wellness.
4. Perform a thorough review of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
5. Formulate and prepare a proposal to answer a novel nutrition research question: including problem identification, assessment of background information, articulation of the hypotheses and study aims, and design of work plan.
6. Execute a nutrition research work plan to acquire, manage, analyze and interpret data using data management and entry-level statistical analyses programs.
7. Illustrate research findings using graphing software to create tables, graphs and figures.
8. Disseminate research results of information about nutrition-related topics to scientists, health care professionals and members of the general public using poster, oral presentation, and/or written formats.
9. Interact with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environment for all.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NUTN 503 Thesis</td>
<td>6 credits, minimum</td>
</tr>
<tr>
<td>NUTN 505 Reading &amp; Conferences</td>
<td>2 credits</td>
</tr>
<tr>
<td>NUTN 507 Seminar</td>
<td>2 credits</td>
</tr>
<tr>
<td>NUTN 514 Nutrition Research and Scientific Communication</td>
<td>3 credits*</td>
</tr>
<tr>
<td>NUTN 516 Nutrition Physical Examination</td>
<td>4 credits</td>
</tr>
</tbody>
</table>
NUTN 517 Laboratory Methods in Nutrition 3 credits
NUTN 521 Energy Metabolism 3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism 3 credits
PHPM 524 Introduction to Biostatistics 4 credits
PHYS 510 Physiology 6 credits
CONJ 650 The Practice and Ethics of Science 1 credit
IPE 501 Foundations of Patient Safety and Interprofessional Practice 1 credit
Elective/Independent Study 8 credits, minimum*
TOTAL 46 credits

*OHSU Dietetic Internship graduates entering the MS program will have credits obtained for 514 counted towards their MS degree. Depending on research experience and educational background, students coming to the program from outside OHSU may be required to take 514, per the discretion of the Program Director and Master’s Program Director.

RDNs entering the program more than five years from completion of their internship may be required to retake NUTN 511 (Pathophysiology and Medical Nutrition Therapy) and NUTN 512 (Advanced Pathophysiology and Medical Nutrition Therapy). These courses will apply towards required elective credits.

### THESIS

Below is a sample timeline of the thesis process for students in the MSCN program. This is only a sample; some students may finish earlier or later than the standard timeline. Students are not required to register for thesis credits every term but a student must be enrolled in a minimum of one thesis credit during the term in which the thesis defense takes place and the thesis is submitted to the library.

Further explication of requirements and forms are found in Appendix B.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2 (if needed)</th>
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</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Thesis project &amp; mentor selection</td>
<td></td>
</tr>
<tr>
<td>Develop background section</td>
<td></td>
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<tr>
<td>Thesis committee selection</td>
<td></td>
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<tr>
<td>Develop material &amp; methods section</td>
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<tr>
<td>IRB submission, if needed</td>
<td></td>
</tr>
<tr>
<td>Thesis proposal defense</td>
<td></td>
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<tr>
<td>Data collection &amp; analysis</td>
<td></td>
</tr>
<tr>
<td>Develop results section</td>
<td></td>
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<tr>
<td>Develop discussion section</td>
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</tr>
<tr>
<td>Oral thesis defense</td>
<td></td>
</tr>
<tr>
<td>Thesis revisions &amp; submission to library</td>
<td></td>
</tr>
</tbody>
</table>
MASTER OF CLINICAL DIETETICS

This degree track is for those who either have the RDN credential or who are eligible to sit for the RDN exam. The following degree requirements pertain to the class entering in the summer of 2017. Students applying for this program who matriculate in the summer of 2018 may follow a revised curriculum.

MISSION

The Master of Clinical Dietetics program prepares students who have completed a dietetic internship and/or who are registered dietitians to use advanced nutrition assessments to diagnose and monitor nutrition-related conditions, to reduce disease risk, and to promote health and wellness among clients, patients, and the public throughout the life-course. Graduates gain experience and expertise in an area of specialization of their choice such as clinical dietetics, clinical informatics, global health, and program development and administration.

LEARNING OBJECTIVES

At the end of the Master of Clinical Dietetics program, the graduate will be able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Conduct an advanced nutrition assessment, using tools such as the Nutrition-Focused Physical Exam, to identify and diagnose nutrition-related problems, initiate focused interventions, and monitor nutrition-related conditions in hospitalized patients and communicate these findings using the Nutrition Care Process and International Dietetics and Nutrition Terminology to the healthcare team.
3. Counsel clients/patients to set achievable and measurable goals and employ behavior change strategies to enhance dietary choices that reduce disease risk and optimize health and wellness.
4. Perform thorough reviews of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
5. Conduct a culminating project on a nutrition-related topic.
6. Disseminate results from a culminating project to health care professionals and/or members of community organizations as a poster and/or oral presentation and as a written summary that is suitable for publication in a professional journal or practice newsletter.
7. Interact with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environment for all.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>NUTN 506</td>
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</tr>
<tr>
<td>NUTN 505</td>
<td>Reading &amp; Conferences</td>
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<td>NUTN 507</td>
<td>Seminar</td>
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<td>Nutrition Physical Examination</td>
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<tr>
<td>NUTN 521</td>
<td>Energy Metabolism</td>
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<td>NUTN 522</td>
<td>Antioxidant, Bone, and Protein Metabolism</td>
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<tr>
<td>PHPM 524</td>
<td>Introduction to Biostatistics</td>
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<tr>
<td>PHYS 510 Physiology</td>
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<tr>
<td>CONJ 650 The Practice and Ethics of Science</td>
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<td></td>
</tr>
<tr>
<td>IPE 501 Foundations of Patient Safety and Interprofessional Practice</td>
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<tr>
<td>Elective/Independent Study</td>
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<td><strong>TOTAL</strong></td>
<td><strong>46</strong></td>
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</table>

*OHSU Dietetic Internship graduates entering the MCD program are only required to take a minimum of 8 credits of Elective/Independent study

**CAPSTONE**

Students complete a comprehensive literature review, needs assessment, or other nutrition-related project under the supervision of their mentor and possibly an advisory committee. Successful projects demonstrate originality and independent thinking, appropriate form and organization, and a rationale. Upon completion, the project is described in a written abstract and summary document that includes the project’s significance, objectives, methodology, and a conclusion, and/or clinical or program practice recommendation. The successful MCD candidate will also present his/her work as an oral presentation in the form of a seminar to faculty and students that is open to the public.

Further explication of requirements and forms are found in Appendix B.
APPENDICES

APPENDIX A: COURSE DESCRIPTIONS

The following table shows the planned course offerings for the 2017-2018 academic year. Courses are subject to change. BOLD indicates courses for the Dietetic Internship; STARRED courses are electives. NUTN 503 (Thesis credits) or NUTN 506 (Capstone credits) may be taken any term in which thesis or capstone work is conducted.

<table>
<thead>
<tr>
<th>Summer 2017</th>
<th>Fall 2017</th>
<th>Winter 2018</th>
<th>Spring 2018</th>
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<tbody>
<tr>
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<td>B Block</td>
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<tr>
<td>NUTN 507</td>
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<td>NUTN 517</td>
<td>NUTN 513</td>
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<td></td>
<td>PHPM 524</td>
<td>PHYS 510</td>
<td>NUTN 533*</td>
</tr>
</tbody>
</table>

NUTN 500 – COMMUNITY OUTREACH PROJECTS

2 credits

Instructor: Carol DeFrancesco, MALS, RD, LD

Topic/format: Mentored team-based projects

NUTN 502 – INDEPENDENT STUDY

Credits variable, all terms

Instructor: Varies

Topic to be determined by student’s course of study

NUTN 504 – SUPERVISED PRACTICE ROTATIONS

Credits: 3, summer term; 6 credits per term, fall/winter/spring terms

Instructors: Jeri Finn MS, RDN, LD and Lexie Jackson MS, RDN, LD, CDE

Supervised Practice provides students with experience in community nutrition, food service management, clinical nutrition, and advanced practice settings. Students practice and apply principles and skills in dietetics and nutrition to real situations under the guidance of professionals in the field. Student choice rotations take place in spring term. Evaluations by preceptors follow competencies defined by the Accreditation Council for Education in Nutrition and Dietetics. Supervised Practice occurs during summer and fall terms for public health and community
nutrition, and food service management; winter and spring terms focus on clinical rotations and clinical staff experience. Students are required to complete a minimum of 1,200 hours of supervised practice over the course of the program.

**NUTN 505 – READING AND CONFERENCE**

1 credit
Instructor: Sandy van Calcar, PhD, RD, LD

A professional book club series is sponsored each year for students of the GPHN, faculty, preceptors and members of the community. Three nutrition-related books are read and discussed. Books selected for discussion provide a balanced depiction of a nutrition-policy issue, a nutrition-ethics issue, and/or a nutrition-history or current nutrition trend. Students enrolled in this course work in small groups to host one of the book club discussions by preparing a list of discussion questions, designing an informative flyer to announce the book and the session, marketing the discussions sessions to interested parties, inviting guest speakers and introducing the topic.

**NUTN 507 – SEMINAR**

1 credit, winter term
Instructor: Diane Stadler, PhD, RD, LD

Each seminar series is centered on a nutrition-related theme and provides students an opportunity to use traditional methods to present an evidenced-based review of a related topic. Students write an abstract, develop learning objectives, and give an oral presentation of their topic using PowerPoint or another visual media platform. In addition, each student hosts one of the presentations and provides peer editing of each abstract, peer critique of each presentation, and actively participates in each discussion.

**NUTN 510 – PUBLIC HEALTH NUTRITION**

3 credits, fall term
Instructor: Jeri Finn, MS, RDN, LD

NUTN 510 provides an overview of public health nutrition, including a discussion of the social determinants of health, hunger and food insecurity, health literacy, cross cultural awareness, and more. Content includes nutrition public policy and nutrition assistance programs aimed at improving public health. The course also explores best practices in nutrition education and counseling. Students work in small teams to prepare an annotated bibliography and oral presentation on food and nutrition needs, concerns, and resources for a particular phase of the lifespan.

**NUTN 511 – PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY**

3 credits, winter term
Instructor: Julie McGuire, MS, RDN, LD
NUTN 511 provides an overview of the pathophysiology of common chronic diseases and disorders, and the application of medical nutrition therapy. Topics may include nutrition physical exam, diabetes, cardiovascular disorders, disorders of the upper and lower GI, and neonatal and pediatric nutrition therapy. In this series of classes, a number of speakers will share their areas of expertise by serving as guest lecturers. The course will be composed of formal lecture, small group activities, and facilitated discussions.

**NUTN 512 – ADVANCED PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY**

3 credits, spring term

Instructor: Julie McGuire, MS, RDN, LD

NUTN 512 builds upon the nutrition fundamentals covered in NUTN 511 while focusing on more complex conditions such as metabolic disorders, trauma, burns, oncology, and organ transplantation.

**NUTN 513 A/B – FOOD SERVICE AND CLINICAL MANAGEMENT**

2 credits, summer/fall terms

Instructor:

This course is designed to provide students with strategic application of principles of Food Service and Clinical Management. It will be primarily focused on the areas of finance (with the creation of a budget), human resources (through critical incident and role play), sustainability (through guest lectures and discussion), communication strategies (through email and other media), and needs assessment (through critical incident and role play). As a term project, students will complete a feasibility study for a product, program, or service.

**NUTN 514 A/B – NUTRITION RESEARCH AND SCIENTIFIC COMMUNICATION**

3 credits, summer/fall terms

Instructors: Diane Stadler, PhD, RD, LD

The Nutrition Research course is a three credit hour course that provides an introduction to nutrition-based research including discussions of different types of research designs and their strengths and limitations, developing a nutrition-related research question, conducting a critical review of the literature related to the research question, developing a proposal to answer the research question, carrying out the proposed research, and disseminating the research results through poster and oral presentations. Students work in teams to design, conduct, and summarize the results of a research project centered on NHANES cross-sectional data.

**NUTN 515 – CASE STUDIES IN ADVANCED MEDICAL NUTRITION THERAPY**

2 credits, spring term

Instructor: Jessie Pavlinac, MS, RD, CSR, LD

Students research and present a case study that demonstrates the nutrition care process for a chosen disease with nutrition implications. Students select a patient during supervised practice and develop a case study presentation.
using evidence-based guidelines, incorporating pathophysiology, nutrition assessment, diagnosis, intervention, monitoring, and evaluation.

**NUTN 516 A/B – NUTRITION PHYSICAL EXAMINATION & LAB**

3 credits, spring term

Instructor: Julie McGuire, MS, RDN, LD

The nutrition-focused physical exam (NFPE) is presented as an integral part of the Nutrition Care Process and Model (NCPM). Findings of the NFPE are considered in the context of other nutrition assessment information, including biochemical data, food/nutrition-related history, anthropometric measurements, and client history. Cases seen during weekly round sessions at the OHSU Hospital provide the clinical context for classroom discussions.

**NUTN 517 – LABORATORY METHODS IN NUTRITION**

3 credits, summer term

Instructor: Melanie Gillingham, PhD, RD, LD

This course provides a conceptual framework and hands on lab experience to explore the basic nutrional assessment techniques used in dietetics/nutrition practice. Assessment techniques for measuring diet, blood glucose, insulin, plasma lipids, mineral and vitamin status are reviewed and practiced in the laboratory setting. Students evaluate the effect of changes in diet on blood parameters such as glucose, insulin and lipids. Additional techniques to assess body composition and energy expenditure are included in the laboratory procedures. At the end of this course, students have a working knowledge of the basic nutrition assessment principles and laboratory procedures used to assess nutrition status of patients or research subjects.

**NUTN 521 – ENERGY METABOLISM**

3 credits, summer term

Instructor: Sandy van Calcar, PhD, RD, LD

This course reviews biochemical processes and nutrients involved in energy production. The digestion, absorption, transport, storage and metabolism of carbohydrates and lipids are covered in depth. Micronutrients essential to these systems including many B vitamins, and minerals are covered as they relate to energy production. At the end of the quarter, perturbations in energy balance during various states of health and disease are discussed. These topics include energy balance during exercise, in obesity or during critical illness.

**NUTN 522 – ANTIOXIDANT, BONE, AND PROTEIN METABOLISM**

3 credits, fall term

Instructor: Joyanna Hansen, PhD, RD, LD
NUTN 522 is organized into three main sections, which include protein structure, function and metabolism, nutrient effects on bone and antioxidant roles of various nutrients. Specific nutrients of study include protein, the fat soluble vitamins, vitamin B6 and biotin, as well as key macro- and micro-minerals, including calcium, magnesium, zinc, selenium, copper, boron, manganese and molybdenum.

**NUTN 527/627 – NUTRITIONAL EPIDEMIOLOGY**

3 credits, spring term of odd years

Instructor: Joyanna Hansen, PhD, RD, LD

Nutritional Epidemiology is designed to introduce basic concepts and methods in epidemiology and nutritional epidemiology. This course focuses on considerations related to the design, analysis, and interpretation of population-based nutrition studies. Topics will include methods for assessing dietary intake, adjustment for energy intake, use of biomarkers in nutrition-related studies, methodological challenges in nutritional epidemiology research, and the application of nutritional epidemiology research to health policy.

**NUTN 528 – I-CAN NUTRITION**

1 credit, fall/winter/spring

Instructor: Julie McGuire, MS, RDN, LD and Lexie Jackson, MS, RDN, LD, CDE

In this one-credit course students will work with an interprofessional team in providing services through Interprofessional Care Access Network (I-CAN). Through I-CAN students will broadly study the health care needs of disadvantaged and underserved populations in partner neighborhoods by assessing social determinants of health and health care demands in individual clients/patients. At the same time, the program seeks to establish a model for interprofessional education designed to prepare students for the evolving health care delivery system of the near future. This course will be specifically aimed at understanding and providing nutrition care to disadvantaged and underserved populations while learning about the social determinants of health.

**NUTN 530 – MATERNAL, INFANT, AND CHILD NUTRITION**

3 credits, winter term of odd years

Instructor: Sandy van Calcar, PhD, RD, LD

Maternal, Infant and Child Nutrition will cover nutritional needs and concerns for pregnant women, the developing fetus, infants and children through adolescence. The course will include several guest lectures from clinicians and researchers in this field. Topics will include: pregnancy physiology, nutrition needs during pregnancy, fetal growth and metabolism and nutrition-related pregnancy complications; nutrition for the first year including lactation, breast milk vs. infant formula composition, formula selection, growth assessment, infant feeding recommendations and maternal/infant feeding relationship; growth and nutrition needs for toddlers and preschool including nutrition-related problems during these years; growth and nutrition needs for older children and adolescents including bone health, fad diets, sports nutrition and eating disorders; and medical nutrition therapy for pediatrics including inborn errors of metabolism, seizure control, renal disease, eating disorders, diabetes, cystic fibrosis, other nutrition related disorders.
### NUTN 531 – SPORTS NUTRITION

2 credits, fall term of odd years  
Instructor: Melanie Gillingham, PhD, RD, LD  

This course will explore the metabolism of nutrients and nutritional needs for optimal human performance; specific recommendations for training and competition, and dietary guidelines for active individuals. Discussions will include current research findings concerning energy metabolism, fluid and electrolyte balance, vitamin-mineral supplementation, use of ergogenic aids, and exercise in extreme environments.

### NUTN 532 – NUTRITION FOR THE OLDER ADULT

2 credits, winter term of even years  
Instructor: Sandy van Calcar, PhD, RD, LD  

Nutrition for the Older Adult will address the aging process and its impact on nutritional needs of the elderly. The course will include several guest lectures from clinicians and researchers in this field. Topics include the physiology of the aging process, with emphasis on how physical and mental changes impact nutrition needs of the elderly population, assessing nutrition status of the elderly and developing medical nutrition therapy plans for this group, food insecurity in the elderly population and available nutrition programs and resources, prevention and treatment of osteoporosis and other skeletal health concerns, role of physical activity in the aging process and exercise programs for the elderly, nutrition and aging research including calorie restriction and microbiome studies, and end-of-Life care, with emphasis on providing and withdrawing nutrition support.

### NUTN 533 – NUTRITIONAL GENOMICS

2 credits, spring term of even years  
Instructor: Joyanna Hansen, PhD, RD, LD  

Nutritional Genomics is an exciting and fast-moving field that studies how nutrients and genes interact to affect nutrition status and disease risk, with the ultimate goal of advancing personalized nutrition care. This 2-credit hour course will provide a foundational understanding of nutritional genomics, focusing on nutrigenetics (the effect of genetic variation on nutrient uptake and metabolism) and nutritional genomics (the effect of diet on gene expression). Epigenetics, emerging ‘omics’ technologies, legal/ethical implications of genetic testing, and the integration of nutritional genomics into clinical practice and public health policy will also be discussed.

### NUTN 534 – MOTIVATIONAL INTERVIEWING FOR HEALTH CARE PROFESSIONALS

2 credits, terms vary  
Instructor: Carol DeFrancesco, MALS, RDN, LD  

In this two-credit course students will learn the theoretical and empirical tenets of Motivational Interviewing and practice the clinical skills necessary to use this approach in health care settings. Motivational interviewing is a collaborative conversation, goal-oriented style of communication with particular attention to the language of
change. It is designed to strengthen personal motivation for and commitment to a specific goal by eliciting and exploring the person’s own reasons for change within an atmosphere of acceptance and compassion. At the completion of the course, students will be able to demonstrate the ability to use motivational interviewing strategies to promote health behavior change.
APPENDIX B: MASTER’S PROGRAM FORMS & PROCEDURES

FORMS

Several forms are required as students progress through the master’s program. All forms must be filled out by the student and signed by the appropriate advisor, mentor, committee member, and/or program director. Only original signatures will be accepted; do not submit PDF or scanned versions. Once a form is complete, submit it to the GPHN Administrative Program Coordinator for processing. A scan of the finalized form will be emailed to the student once it is approved through the Office of Graduate Studies.

Graduate Studies Form Submission Guidelines

In an effort to ensure that all completed Graduate Studies forms are recorded within the Graduate Studies Office, the student must provide a copy to the GPHN Administrative Program Coordinator prior to submission to the Graduate Studies Office. A copy of all forms will be retained in the student’s GPHN file.

Additional guidelines, regulations and forms for Completion of Master's and PhD Degrees can be found on the Graduate Studies website under Student Information – Policies, Guidelines and Forms.

GRADUATE STUDENT PROGRESS REPORT FORM

Every student will complete a Graduate Progress Report form and meet with the Master’s Program Coordinator at the beginning of fall and spring term. The Graduate Progress Report must be submitted to the Master’s Program Coordinator prior to the advising appointment.

- Graduate Student Progress Report

PRIOR TO COLLECTING DATA FOR MSDI/MSHN STUDENTS

- Mentor/ Advisor Assignment Form

- Request for Master Thesis Advisory Committee (TAC) Form
  - NOTE: must be completed within nine months of matriculation into program

- Certificate of Approval - Thesis Proposal Defense (See below)
  - NOTE: to be completed following the thesis proposal defense. This form is to be filed with the GPHN Administrative Program Coordinator and is not required by the Graduate Studies Office

- Institutional Review Board (if applicable—See below)
  - Forms can be found at the Research Integrity Policies and Forms page
  - NOTE: required forms will vary depending on the project and should be discussed with Mentor/Advisor

ONCE THE THESIS IS COMPLETE (OR NEARLY COMPLETE) FOR MSDI/MSHN STUDENTS

- Request for Oral Examination Form
NOTE: this form will only be signed if a student can present to their mentor, committee, and the GPHN Program Director a nearly complete thesis document with a full results section and outline of the discussion, at the minimum. The form must be signed by all oral defense committee members, and be submitted a minimum of four weeks prior to the scheduled defense date. The student must supply the committee with a complete thesis at least two weeks before the defense.

- Certificate of Approval for a Thesis
  - NOTE: a copy, signed by all committee members, must be submitted to the Graduate Studies Office after submission of the thesis to the library. An example of a Certificate of Approval page can be found on page 22 of the Guidelines and Regulations for Completion of Masters and Ph.D. Degrees.

- OHSU Library Document Submission Form & Receipt
  - NOTE: include with electronic thesis submission to the library

- Application for Degree Form
  - NOTE: completed online through SIS one term prior to completing degree requirements

- Exit Contact and Information Form
  - NOTE: submit directly to the Office of Graduate Studies

DATA MANAGEMENT & ELECTRONIC THESIS BINDING

All students must work with their primary mentor to develop a data management plan at the start of their project. The data management plan should include a section that ensures the long-term accessibility and re-usability of the data by the mentor, the student, and other collaborators. For assistance in creating a data management plan, please contact the OHSU Library.

OHSU students are required to submit an electronic copy of their thesis to the OHSU Library at least two weeks before signed graduation forms are due to the Graduate Office. Students may choose one of two options for publishing their thesis:

- Open Access: Wherein the full text of the thesis is made immediately available online within OHSU’s institutional repository, Digital Commons.

OR

- Delayed Release: Wherein full-text access to the thesis is delayed (embargoed) for up to three years. At the end of the embargo period, the full text is made available within OHSU’s institutional repository, Digital Commons.

Students should consult with their mentor and committee members to select the most appropriate publication option. For assistance depositing and binding a thesis, please contact the OHSU Library.

When students are ready to submit, an email including a PDF of the final thesis, thesis submission form and a PDF copy of the signed certificate of approval is sent to ethesis@ohsu.edu and somgrad@ohsu.edu. The Administrative Program Coordinator and Master’s Program Coordinator should also be copied on the email.
Students are required to provide one bound copy of their thesis to the GPHN and one copy to their primary mentor. In the past, graduates have used Thesis on Demand. Other recommendations can be found at the OHSU library website. The thesis must be hard bound with the following specifications:

- ‘Perfect’ binding with gold foil lettering
- No front cover printing
- Title, last name and year on spine
- Buckram – country blue
- Single-sided
- #60 White paper

**GPHN THESIS PROPOSAL DEFENSE**

After a student selects a thesis project, the student will develop a thesis proposal. This process typically occurs during the winter, spring and summer of their first year in the program.

The purpose of the proposal is to ensure a thorough literature review is conducted and the research plan (methodology) is acceptable to the student’s thesis advisory committee (TAC). The proposal includes a certificate of approval page, table of contents, introduction with a review of the literature, research aims and hypotheses, planned experimental procedures, and methods of evaluation (statistics), references and an evidence table. The following format should be used:

I. Certificate of Approval
II. Table of Contents
III. Introduction
   a. Short background of the problem/topic
      i. Significance of the problem/topic
      ii. Study objective
      iii. Aims and hypotheses
IV. Background – detailed literature review of the relevant topics for this study hypotheses
V. Methodology/Research Design
   a. Sample selection
   b. Data acquisition and methodology
   c. Development and pretest of the instrument if a survey or new lab methods are used
   d. Data collection methods
   e. Laboratory techniques used
   f. Report of preliminary results if applicable
   g. Statistical analysis describing the statistical tests used and variables that will be analyzed to test hypotheses as well as sample size/power calculations if applicable
VI. References
VII. Evidence Table

The proposal should include copies of any tools to be used for data collection (i.e. questionnaires, surveys, interview guides, etc.). Written approval from appropriate institution committees (the Institutional Review Board committee; Institutional Animal Care and Use Committee, Institutional Biosafety Committee) and any other
institutions where the research will be conducted may be obtained either before or after the proposal defense. However, if the approval is obtained before the proposal defense, any modifications to the proposal made at the defense must be resubmitted to the appropriate institutional committees for re-review and approval. The proposal style (abbreviations, references, etc.) is required to be in the format of the *AMA Manual of Style: 10th edition*.

After the mentor approves the written proposal, a copy of the proposal is to be given to each TAC member at least 10 working days prior to the thesis proposal defense. The student is responsible for scheduling a one to two hour proposal defense with all TAC members in which the student provides a formal presentation of the proposal (approximately 30-45 minutes). The student should confirm this meeting in writing to all TAC members. The student schedules the facility and arranges for all necessary media equipment. The mentor conducts the proposal defense. When the proposal defense is completed and approved, the TAC members must sign the proposal certification of approval page. This signed copy should be given to the GPHN Administrative Coordinator to be filed. Students are not to begin research activities until the proposal defense is completed and approved, unless an exception has been granted by the Master’s Program Director.

It is the responsibility of the student to keep the TAC informed as the thesis project progresses according to the TAC Guidelines. The student must schedule formal TAC meetings at least every six months for this purpose and document the dates of TAC meetings on the Graduate Progress Report form. TAC meeting summary reports must also be provided to the Master’s Program Coordinator. The thesis proposal defense can count as an official TAC meeting and no additional paperwork or summary report is required, however, a copy of the presentation must be provided to the Master’s Program Coordinator for documentation of the meeting.

*IMPORTANT: Students are not to begin research activities until the proposal defense is completed and approved. In no case can research involving human or animal test subjects be initiated prior to approval.*
CERTIFICATE OF APPROVAL

This is to certify I have read the Master’s thesis proposal of

<Enter Student’s Name>

and approve the plan of research outlined herein

________________________________________
<Chair’s Name> Date

________________________________________
<Member’s Name> Date

________________________________________
<Member’s Name> Date

________________________________________
<Member’s Name> Date
INSTITUTIONAL REVIEW BOARD (IRB)

If a research topic involves human subjects, even if secondary data is used (i.e., data collected prior to the student’s involvement in the project), the student must obtain human subjects Institutional Review Board (IRB) approval. Even if the study has been approved by another entity, or if it seems like the study will be exempt, the student cannot make that decision. Approval may be needed from multiple IRBs if a study involves other institutions (e.g., the VA Portland Health Care System or Kaiser Permanente).

IRB approval should be the first step after deciding on a thesis project as it can sometimes be a lengthy process and data cannot be collected or analyzed prior to IRB approval. Approvals are not retroactive. Delay in IRB approval may lengthen thesis and program completion time.

The student should discuss any necessary approvals with the thesis advisor. For more information about IRB submissions and forms, visit the Research Integrity Policies and Forms page.

CAPSTONE PROJECT GUIDE

A capstone project is a six-credit, independent project that will be performed under the close supervision of the capstone advisor. Project possibilities include, but are not limited to:

- Developing a new educational tool
- Developing or implementing a nutrition program
- Evaluating a new assessment tool, or education practice in nutrition
- Outcome based assessment of a nutrition intervention
- Approved research project
- Curriculum revision

A capstone project progresses in three stages as determined by the student and the advisor:

- Preliminary: Choose advisor, submit one-page outline of project/research to Master’s Program Director
- Stage 1: Project development, submit IRB paperwork if necessary, develop all materials needed to implement your project
- Stage 2: Project work such as evaluation of an educational tool, implementing a new nutrition assessment, evaluating a nutrition intervention
- Stage 3: Write-up, presentation of results (open to the public), obtain final approval from your committee

For each credit of capstone in which the student is enrolled, the faculty anticipates the student will spend at least three hours per week working on this project. Each stage is described in more detail below.

PRELIMINARY: CHOOSE AN ADVISOR

Before you enroll in capstone credit, choose an advisor for your capstone project. Discuss potential advisor and project topics with GPHN faculty. Meet with several potential advisors and discuss the project parameters.

A capstone project should be focused on a specific and definable problem or research question. Resources to implement a project should be readily available. After selection of an advisor and capstone project, the student should submit an outline of the project to the GPHN Master’s Program Director for approval. The student and advisor should also identify one to two individuals to serve on the capstone committee. If advisor is not GPHN
Faculty, then a GPHN Faculty member must be on the committee. The committee members should be listed on the project outline.

**TERM 1: PROJECT DEVELOPMENT**

During the first one to two quarters of capstone credit, the student should work closely with the advisor and advising committee to fully develop the project. The student should:

- Conduct a thorough review of the literature and begin the written deliverable by summarizing previous research on the topic, describing the problem and their approach and methods to addressing the problem in detail.
- Meet with the capstone advisor every two to three weeks to discuss the project and set goals.
- Schedule at least one full committee meeting during the quarter to present the project proposal and discuss the proposed plan with the entire committee.
- If the project involves human subjects or data from human subjects, the project requires Institutional Review board (IRB) approval ([as described above](#)). Begin the IRB approval process if necessary. Delay in IRB approval may lengthen thesis and program completion time.

**TERM 2: PROJECT IMPLEMENTATION**

After IRB approval has been obtained (if applicable) and the advising committee has reviewed and approved the project approach, the student should:

- Begin project activities as outlined in the methods.
- Meet with the capstone advisor every two to three weeks to discuss the project and set goals.
- Schedule at least one full committee meeting during the quarter to present the project progress and address any issues that have arisen.

**TERM 3: PROJECT COMPLETION**

When the data has been collected or project completed, the student should:

- Meet regularly with the capstone advisor to review results and the final write-up.
- Complete the write-up of the project in a form agreed upon between the student and the advising committee. The form depends on the type of the project and could be in the form of an article for an AND practice group newsletter, a short report/case report type of manuscript for publication or a program report to a school or non-profit agency. The write up should include:
  - Tables, figures, methods and a description of the results.
  - Discussion of the project’s outcomes, how the problem was addressed, potential implications for practice and recommendations for the future.
- Present the project to the public and the advising committee as a seminar.
  - After the presentation, the advising committee must sign the final capstone approval page to document the project has been successfully completed.
- Address any IRB issues with the project PI prior to graduation if needed.
APPENDIX C: POLICIES & RESOURCES

POLICIES

OHSU Policy Manual: Student Affairs  

Graduate Council By-Laws  

Codes of Conduct  
http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm

http://www.eatright.org/codeofethics

Professional Appearance Policy  
http://www.ohsu.edu/xd/about/services/logistics/procurement/upload/professional-appearance-policy-HC-HR-101-RR.pdf

Research Integrity Policies  
http://www.ohsu.edu/xd/about/services/integrity/policies/researchintegrity-policies.cfm

Graduate Studies Thesis & Capstone Requirements  
http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm

RESOURCES

SOM Graduate Studies Handbook  
http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm

Sakai  
https://sakai.ohsu.edu

OHSU Library  
http://www.ohsu.edu/xd/education/library/

PSU Writing Center—Open to OHSU students and community members  
https://www.pdx.edu/writing-center/

Academic and Student Affairs  
http://www.ohsu.edu/xd/education/student-services

Professional Development Center  
http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/pdc.cfm
I, _________________________, verify that

(Please initial beside each statement showing you have read the information written below)

_____ 1. I have read this handbook, web links, and associated resources;

_____ 2. I will abide by all rules within it, as well as the OHSU Code of Conduct, the Graduate Student Handbook, and OHSU General Policies;

_____ 3. I give GPHN permission to use my likeness, coursework, and/or other projects completed in the scope of my degree in promotional material;

_____ 4. I give GPHN permission to share relevant personal information (e.g., resume) with relevant parties outside of GPHN, such as supervised practice preceptors or thesis/capstone committee members, as needed; and

_____ 5. I will clarify any questions I may have with GPHN faculty and staff at Orientation Week.

________________________________________________________________________

Signature                                      Date