

DIETETIC INTERNSHIP (DI) GRADUATE CERTIFICATE  
MASTER OF SCIENCE IN HUMAN NUTRITION/DI  
MASTER OF SCIENCE IN FOOD SYSTEMS AND SOCIETY/DI

STUDENT HANDBOOK  
2024-2025



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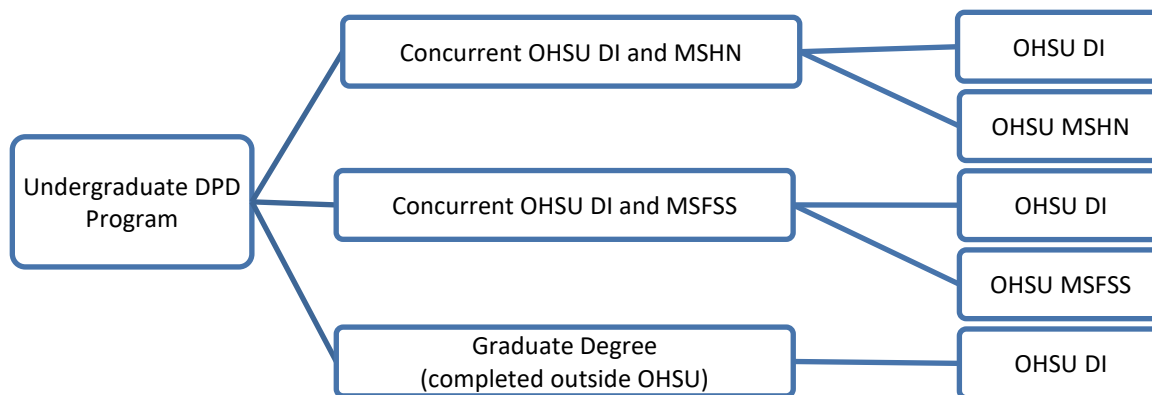
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## INTRODUCTION

The Graduate Programs in Human Nutrition (GPHN) at Oregon Health & Science University (OHSU) encompass the Dietetic Internship (DI) graduate certificate program, the Master of Science in Human Nutrition (MSHN) program, and the Master of Science in Food Systems and Society (FSS) program (Figure 1). This handbook addresses the DI as a stand-alone program or in conjunction with the MSHN or MSFSS programs. The requirements and policies of the stand-alone [FSS program](#) are outlined in a separate handbook. The DI is a full-time 10-month graduate certificate program that provides the required experiential learning alongside relevant didactic courses needed to meet the competencies for eligibility to sit for the registration examination for dietitians. The DI must be completed concurrently with or after previously receiving a graduate degree. The DI can also be completed concurrently with the MSHN (MSHN/DI) or MSFSS (MSFSS/DI). The MSHN/DI and MSFSS/DI can be completed full-time within 24 months of matriculation. The MSHN degree is offered with a thesis or capstone option. The MSFSS offers a capstone option only. Matriculation into the DI, MSHN/DI or MSFSS/DI requires completion of an accredited Didactic Program in Dietetics (DPD).



**Figure 1.** Pathways to the DI, MSHN/DI and MS/FSS DI Programs at OHSU

This handbook lays out the basic roadmap to complete the DI, the MSHN/DI or the MSFSS/DI, and describes program-specific missions, procedures, policies, and recommendations. As part of the OHSU School of Medicine (SOM), the GPHN is governed by the [OHSU Code of Conduct](#), the [Academic Regulations for the School of Medicine Graduate Programs](#), and all [OHSU Policies](#). Program policies apply to all students. Each student who enters a program within the GPHN should familiarize themselves with these policies, and the policies outlined in the [SOM Graduate Student Handbook](#). The GPHN handbook contains information in effect as of Fall Term, 2024; any subsequent changes are effective as of the date of issuance. For additional information and links to these policies, please refer to [Appendix A](#).

### Mission Statements of the Graduate Programs in Human Nutrition

#### ***The mission of the GPHN is to:***

*Provide our students with a dynamic array of knowledge and skills that prepare them to practice in and advance the field of nutrition and dietetics.*

*Inspire service and collaboration within our profession and in communities enriched with people with diverse backgrounds, experiences, cultures, and traditions.*

*Foster curiosity, competence, confidence, and compassion in the next generation of nutrition professionals.*

***The mission of the DI program is to:***

*Prepare graduates to deliver evidence-based nutrition care and dietetics services to improve the health of all individuals. We foster excellence in dietetic interns through an array of experiences in professional leadership and practice to be carried forward into their respective careers.*

***The mission of the MSHN program is to:***

*Educate future nutrition and dietetic professionals in the methods, implementation, and interpretation of nutrition science and its application in evidenced-based practice.*

*Cultivate a passion to elevate the profession through innovation, discovery, collaboration and professional practice.*

***The mission of the MSFSS program is to:***

*Engage students in identifying, assessing, and addressing social-justice problems in food systems and society. Food systems affect every person on the planet; they are at the foundation of human health and environmental survival. Human-made decisions determine availability of and access to food, land, and opportunities. Through critical inquiry, students examine concepts, perspectives, and strategies relevant to creating positive food-system change, integrating academic, professional, and personal work.*

## ACCREDITATION

The Dietetic Internship Program (DI), whether completed as the DI, only, or concurrently with the MSHN or MSFSS, is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the professional accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered. 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. At the July 2017 ACEND board meeting, the board voted to continue full accreditation of our program for a term of seven years ending December 31, 2024. In April 2020, the ACEND Board voted to extend the program's accreditation term one year, until December 31, 2025, due to the impacts of the COVID-19 pandemic. In August 2022, the ACEND Board voted to extend the program's accreditation for an additional year, until December 31, 2026.

In addition to accreditation by ACEND, graduate programs offered by the GPHN are also accredited through the Northwest Commission on Colleges and Universities, the agency that oversees and accredits all educational programs offered by OHSU.

Successful completion of the DI, MSHN/DI or the MSFSS/DI at OHSU allows students to apply to sit for the registration exam administered by the Commission on Dietetic Registration (CDR). To learn more about the registration examination for dietitians, 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](mailto:cdr@eatright.org)

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## TECHNICAL STANDARDS

Academic Programs in the Health Sciences have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge, and well-honed technical skills. All candidates for an OHSU degree or certificate must possess essential skills and abilities necessary to complete the curriculum successfully. To be qualified for and to continue enrollment in OHSU Academic Programs, prospective and current students must meet both OHSU's academic standards and the technical standards. Prospective and current students with disabilities may use reasonable accommodations, approved or established by the OHSU Office of Student Access, to meet academic and technical standards.

*Prior to matriculation, students must attest to their Academic Program that they are able to satisfy technical standards with or without reasonable accommodations. Additionally, students are responsible for notifying their Academic Program if they are no longer able to satisfy technical standards with or without reasonable accommodations at any point during their enrollment.*

OHSU technical standards include nonacademic criteria that reflect the ability to:

- Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other formats.
- Recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- Manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- Follow universal precautions against contamination and cross contamination with infectious pathogens, toxins and other hazardous chemicals.
- Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment).
- Synthesize information to develop and defend conclusions regarding observations and outcomes.
- Use intellectual ability, exercise proper judgement and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Communicate effectively and maintain mature, sensitive, and effective relationships with all persons including but not limited to clients, patients, students, faculty, staff, and other professionals.
- Operate in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical and professional practice, healthcare, and biomedical sciences and engineering.

## PRE-MATRICULATION STANDARDS AND POLICIES

### BACKGROUND CHECKS

Following an offer of admissions to OHSU, incoming students must pass an initial pre-matriculation background check. Some hospitals and hospital systems require students to have a more recent background check and possible fingerprint check prior to clinical rotations. Students must comply with such requests and there may be out of pocket cost for these requests.

If at any time during enrollment a student is convicted of a felony or misdemeanor or has any pending arrests for a felony or misdemeanor, the student must immediately inform the GPHN Program Director. Students returning from an extended leave of absence (>180 days) may be required to complete a background check before being allowed access to OHSU resources.

## DRUG TESTING

At OHSU, we are committed to a drug- and alcohol-free place of study and work. We also care about each member of our community, especially in difficult times. The [OHSU Alcohol and Drug Guide](#) provides a number of support and recovery resources for you, your colleagues, friends and family who may be struggling with drug or alcohol dependency or abuse. If you're concerned about someone, we encourage you to reach out, report a concern, share resources or seek support yourself. It is important to know that treatments are available and can be very effective. Students are also referred to [OHSU's Policies](#) and [OHSU Code of Conduct](#) regarding the use of alcohol or other drugs while an OHSU student.

To promote the health, safety, and productivity of students and clients in their care, OHSU has established a drug-testing program consisting of pre-clinical experience testing of students and "for cause" testing for any student suspected of being under the influence of unlawful drugs or alcohol during their course of study. (See [OHSU Policy 02-01-003, Student Drug and Alcohol Testing](#))

All students accepted into the DI, MSHN/DI, or MSFSS/DI program must successfully pass an initial drug screening. Individual school policy shall dictate the timing of such screenings to ensure, at a minimum, students are tested before their initial clinical experience. All students may be tested "for cause" based on reasonable suspicion of being under the influence. "For cause" testing includes alcohol and/or drug tests. Students are required to cover all drug testing costs after the initial drug screen. Some hospitals and hospital systems require students to be drug tested just before starting a clinical experience. Students must comply with such a request and may be required to cover the cost of the testing.

The required 10-panel drug test measures a variety of substances including, but not limited to, amphetamines, cocaine, marijuana, opiates, barbiturates, and methadone. While many states, including Oregon, have legalized the use of marijuana, OHSU continues to consider recreational and medical use of marijuana an illegal substance in adherence with the current federal law.

## TRAININGS & CERTIFICATIONS

Prior to matriculation, students must also complete additional trainings and certifications including Basic Life Support for Healthcare Providers, ServSafe Manager Certification course and exam (unless student has an Oregon Food Handler's Card), and OHSU-specific online training modules through Compass, OHSU's Learning and Performance Management System.

## PROGRAM POLICIES

### ACCESSIBILITY

OHSU is committed to inclusive and accessible learning environments in compliance with federal and state law. If a student has a disability or thinks they may have a disability (mental health, attention-related, learning, vision, hearing, physical or health impacts, etc.), contact the Office for Student Access at (503) 494-0082 or [OHSU Student Access](#) to have a confidential conversation about academic accommodations. Information is also available at [Student Access Website](#).

Advanced planning is needed to ensure the timely provision of appropriate accommodations. It is important to allow sufficient time for a program and/or the institution to put accommodations and appropriate auxiliary aid(s) into place. Therefore, students must turn in their requests for accommodations six weeks prior to the beginning of the next term for which the accommodations are being requested. If a request is submitted after the relevant deadline, staff of the Office of Student Access will make every reasonable effort to accommodate the request but cannot guarantee that an untimely request will be met. Requests submitted less than six weeks before the start of the term may result in delay, substitutions, or denial of accommodation. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible.

If a student is provided accommodations, it is the student's responsibility to inform each instructor and preceptor individually about the accommodation(s) at least 10 days before the start of **each** course or rotation, respectively.

## ABSENCES

Attendance at all program-related experiential learning rotations, simulation activities, and courses, including all virtual sessions, is always required and in a punctual manner (arrival five minutes before the class/session starts) unless prior approval is granted by the instructor for the student to be late or absent.

### ACADEMIC ATTENDANCE

Students with primary placement sites in the Portland/Vancouver metropolitan area are expected to participate in all simulation activities and classes in person. Only students completing rotations in Bend, Southern Oregon, and rural campus rotations are permitted to connect remotely to class sessions. Students missing class because of illness cannot connect to class remotely. When attending a class or activity remotely, the student is expected to have their camera on for the duration of the session to promote active engagement. Whether attending in person or remotely, all students should arrive at least five minutes before the start of each session to avoid disrupting the speaker and their classmates.

Academic programs offered by the GPHN aim to support the transition of the learner to an active participant in the professional work environment. As such, it is the responsibility of the student to communicate in a timely and professional manner why they are not able to attend a class or activity. If a simulation activity or class must be missed, for any reason, it is the responsibility of the student to contact the course instructor 72 hours (3 days) in advance by e-mail. If the absence is due to an illness or emergency, the student must contact the course instructor by email as soon as possible and at least 60 minutes before the start of class. Students must contact the instructor themselves and cannot have other students inform the instructor of their absence on their behalf.

Students are held accountable for all information and skills presented in classes or activities that they miss. In the event of absence, students will be responsible for acquiring any information or materials missed. Students should be aware that it may be difficult or impossible to make up the missed material and some instructors may not record class lectures.

### SUPERVISED PRACTICE (NUTN 504) ATTENDANCE

Attendance at rotations at the scheduled time and date is mandatory. Students are expected to attend and actively participate in all required experiences/rotations. Students should schedule personal activities during program breaks in the academic calendar. Whenever possible, elective personal appointments for medical, dental, or other reasons should be made during a student's own time. Students will be granted up to 24 hours of personal time throughout the DI program to be used during rotations only. When experiences/rotations are rescheduled due to inclement weather or other unforeseen circumstances, students must make every effort to adjust their schedules to attend.

Before or at the start of every new rotation, students should explore with their preceptors any potential conflicts during the rotation that might interfere with meeting their required hours (a minimum of 32 hours each week). Any such conflict should be reported to the NUTN 504 Instructor, Joanna Cummings ([cummijoa@ohsu.edu](mailto:cummijoa@ohsu.edu)), immediately. A student who fails to meet the minimum time requirements of a given rotation without notifying the NUTN 504 Instructor may be subject to extending enrollment in NUTN 504 into future terms to meet the ACEND hour requirement. Extension of enrollment in NUTN 504 may lead to additional tuition and fees as well as postpone master's courses and delay graduation.

Prior approval from the preceptor and the NUTN 504 Instructor is required before registering for conferences (not required by the program) and other activities that conflict with rotation hours. Please note that approval may not be granted.

## PERSONAL TIME OFF DURING ROTATIONS

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Personal time off must follow the guidelines outlined below:

- Requests for planned personal time must be submitted at least one month prior to the absence.
- Planned personal time must be used during rotations that are three weeks in duration or longer.
- Only up to 8 hours of personal time may be used during a single rotation.

For planned personal time off, students must complete the Personal Time Request Form in [Exxat](#) and send the form to the preceptor for approval, then forward the signed form to the Administrative Coordinator AND Associate Dietetic Internship Director.

## UNPLANNED PERSONAL TIME OFF DURING ROTATIONS

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The allotment of 24 hours of personal time can be used for unplanned absence due to illness or emergency. In the event of illness or emergency necessitating absence from a rotation, students shall contact the preceptor and the NUTN 504 Instructor by phone by 7:00 AM that morning, and follow-up with an email to include the preceptor and the NUTN 504 Instructor. The email messages must include the student's name, rotation site, preceptor's name, verification that the preceptor has been notified, the reason for absence (illness or emergency), expected rotation return date and a telephone number where the student may be reached.

Students may be absent for a maximum of 8 hours from any single rotation. If more than 8 hours is missed for any reason (illness or emergency or planned time off), students may be required to register and pay for NUTN 504 credits in a future term to meet the ACEND hour requirements and competencies to complete the missed rotation. Please note that hours completed in one rotation do not transfer to another rotation and thus, do not count toward "make-up" hours for absences.

A student may not arrive late or leave early from any rotation without the permission of the preceptor and notifying the NUTN 504 Instructor. Students are to complete rotation-related activities on-site and should not request to work from home or other off-site locations. Students who demonstrate a pattern of unprofessional behavior (e.g. arriving late, failing to communicate, inappropriate communication, asking to leave early or leaving early before allowed by preceptor, asking to work from home, etc.) may be placed on academic probation for poor professionalism and may be subject to dismissal from the program as described in the [Dismissal policy](#).

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## LEAVE OF ABSENCE

OHSU may grant a student's request for a Leave of Absence (LOA) from the university. Students may also withdraw from an OHSU academic program if they do not want to maintain their matriculation status. The LOA policy covers voluntary interruptions of study to reflect educational goals or extenuating circumstances. There are many reasons for requesting a LOA, such as medical care for a physical or psychological issue, birth or adoption of a child, family obligations, military service, financial hardship, and other personal reasons. A student granted approval to take a LOA while on academic and/or disciplinary status will return on the same status.

For additional information, consult the OHSU Policy 02-70-030, [Voluntary Leave of Absence, Excused Absence, and Withdrawal](#). The Leave of Absence form can be found on the [Registrar's Website](#).

## MODIFIED OPERATIONS

OHSU strives to remain fully operational through adverse events (e.g. natural disasters, pandemics, local and regional emergencies, inclement weather, etc.). However, in certain cases, OHSU may be required to modify its operations for the safety and security of its patients, visitors, and OHSU members including students and interns. The purpose of the Modified Operations policy is to inform OHSU members when, how and why operations may be modified by the President of the university. The [Modified Operations policy](#) can be located on O<sub>2</sub>.

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## INCLEMENT WEATHER

In the event of inclement weather, (i.e., snow, freezing rain, extreme heat or unhealthy air quality) every attempt should be made to reach a rotation site or class as scheduled, as long as it can be achieved safely. If a delayed arrival is anticipated, students should contact their preceptor or course instructor and inform them 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 (503-494-9021), the [O<sub>2</sub> website](#), and by the instructor and/or GPHN Director. 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. Rotation hours missed due to inclement weather will be deducted from personal time off unless the preceptor can offer additional days/times for the student to make-up the missed hours.

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## EMERGENCY PREPAREDNESS

OHSU has established an [Emergency Management Program](#) that plans for an organized and effective response to emergencies. This page includes links to sign up for text alerts, inclement weather or modified operations updates, and other valuable information.

## TRANSPORTATION

Students are fortunate to have access to a variety of incredible preceptors for their rotations. These experiences may be fulfilled at OHSU, in the Portland/Vancouver metropolitan area, Bend, Medford, Klamath Falls, Lincoln City, and other areas throughout the state. In keeping with OHSU and the program's commitment to serve rural and underserved areas and to provide the most comprehensive educational opportunities, distances between the student's primary clinical placement site and other rotation sites may vary and it may be necessary for the students to travel extended distances. Students are required to make their own travel arrangements and to arrive on time to each rotation. We cannot assign or reassign rotation sites based upon transportation needs or student preferences. Regular, dependable access to a vehicle is required, but other reliable forms of transportation are acceptable, such as public

transit. The GPHN does not pay or reimburse for travel expenses, nor does the program provide vehicles for student travel to external or rotation 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 rotations—the driver must carry liability insurance for coverage in the event of a car accident.*

## **HOUSING**

Students are expected to arrange and pay for their own primary housing for the duration of the program. Information and resources for housing can be found on the [OHSU Student Housing website](#).

### **HOUSING AND TRANSPORTATION FOR REQUIRED RURAL ROTATIONS**

OHSU provides housing for required rural rotations, which is paid for by the program. It is the responsibility of the student to arrange and pay for transportation to and from the rural rotation site and any travel associated with completing the rural rotation.

Housing secured and/or paid for by the program will meet the minimum requirements of the [OHSU Policy 02-90-050, Learner Placement in Clinical and Professional Settings](#) and [Procedure](#).

### **STUDENT CHOICE ROTATIONS**

Alternative housing arrangements and costs associated with completing a Student Choice rotation are the responsibility of the student. Please refer to the [OHSU Policy 02-90-050, Learner Placement in Clinical and Professional Settings](#) for more information.

## **EXPENSES**

### **TUITION & FEES**

OHSU's [Tuition and Fee Book](#) is available to view on the Registrar's Office site. 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.

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## ADDITIONAL EXPENSES (ESTIMATED)

Academy of Nutrition and Dietetics Student Membership <i>Required for all students enrolled in the DI, MSHN/DI or MSFSS/DI</i>	\$58.00
ServSafe Manager Certification Course and Exam or Oregon Food Handler's Card	\$179.00
Basic Life Support for Healthcare Providers course	\$93.00
Housing (approximate for 10 months) <i>Students are responsible for making their own housing arrangements, estimated to be \$900.00 per student per month for a shared apartment.</i>	\$9000.00
Transportation (approximate) <i>A car or other form of dependable transportation is <b>required</b> for transportation to and from rotation sites.</i>	\$2,000.00
Textbooks (approximate)	\$300.00
Official Transcripts for CDR Verification for RDN Exam (approximate)	\$20.00
Application for Graduation	\$60.00
Laptop computer, webcam, microphone, high-speed internet and printer	\$2,000
<b>Total</b> (does not include tuition and fees)	<b>\$13,710</b>

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## PARKING & TRANSPORTATION FEES

Parking at OHSU is extremely limited and expensive. Students are encouraged to use alternate forms of transportation. Students may ride the OHSU Shuttle, Portland Streetcar, and Portland Aerial Tram free of charge when wearing an OHSU ID Badge. Unlimited TriMet (bus and MAX) and C-Tran passes are available at [a 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 Campus Access and Commute Services](#).

## 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 \(OAND\)](#) offers two Outstanding Student Awards to student(s) enrolled in a nutrition undergraduate or graduate degree program, or a dietetic internship. Students nominate themselves for this award. To be eligible students must be a member of the Oregon Academy by December 31<sup>st</sup> of the year prior to the

award distribution. To become a member, students must assign their state affiliation to the Oregon Academy 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](#) compiles a list of scholarships available to graduate students interested in areas of the health and sciences.

[GSO Travel Award](#) recognizes outstanding work by OHSU graduate students and contributes to their professional development by helping fund travel to distant sites for scholarly purposes.

**Be Midge's Hero** scholarship is awarded in honor of the late Midge Steuber to nutrition students who demonstrate evidence of a personal commitment to a plant-strong, whole foods-based lifestyle, and a sustained interest in promoting this lifestyle in future professional pursuits. Students will be invited to apply for this scholarship fall term each year. Award amount varies but is typically between \$2000-\$2500.

**Tartar Trust Fellowships** are offered annually by the OHSU School of Medicine. An applicant must be a student, fellow, or faculty member in the School of Medicine and be a resident of the State of Oregon. It is intended to be used to support research endeavors and research career development in the School of Medicine. The \$2,000 award term is a one-year duration (matching the OHSU fiscal year period of July 1st to June 30th).

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## PRE-MATRICULATION SCHOLARSHIPS AND AWARDS

**Diane Marene Warner Schmidt Scholarship** was established to support dietetic interns from Minnesota or Wisconsin pursuing the dietetic internship at OHSU. Students who are from Minnesota or Wisconsin should discuss this scholarship with the director of the GPHN.

**OHSU Provost Excellence Scholarship and the OHSU President's Fund Scholarship:** Nominations for these *two scholarships* are made by the GPHN Program Director after a prospective student is offered admission to the MSHN/DI, MSFSS/DI or the DI. To be nominated, eligible students must meet two or more of the established criteria including:

- The student's background as a member of a racial or ethnic group that is underrepresented in the healthcare professions in Oregon – Hispanic/Latino, Black/African American, Native Hawaiian/Pacific Islander, citizen or descendant of a federally-recognized American Indian/Alaska Native tribe – has affected the student's life in such a way that is concretely tied to a quality of character or a unique ability that this student can contribute to OHSU
- The student is a first-generation college student defined as a student with neither parent having completed a four-year college or university degree.
- The student or student's family were the recipients of social service support (sometimes referred to as "Welfare" or "Public Assistance") while in elementary or secondary school; (social services are a range of public services provided by the federal or state government intended to aid specific groups which commonly include the economically disadvantaged. These services are provided in areas such as food accessibility, financial assistance, housing, healthcare, and education).



- The student has required the assistance of and participated in an educational support program such as federally or state funded no-cost pathway programs that promote the school readiness of children from infancy all the way through post-secondary education (examples include TRIO, Upward Bound, Head Start, Oregon Tribal Student Grant, etc.) or 504 Accommodations.
- The student is from a rural or frontier environment (rural/frontier residency is when an individual has resided for much of their childhood/young adulthood in a rural town or frontier environment defined by the Oregon Office of Rural Health as a town with a population of less than 40,000 and at least 10 miles from a community of that size or larger).

Information pertaining to these characteristics is collected during the application process although not provided to or used in the candidate review or selection process. Students are automatically considered and nominated for this award if eligible.

## ACADEMIC STANDARDS AND POLICIES

### GRADING POLICY

Per [OHSU Academic Policy 02-70-020](#), each academic program stipulates standards for academic progression and graduation including a minimum required cumulative GPA of 3.0 and grades for specific courses. Students must receive a P or a grade of B- or higher to pass all required courses with the prefix of NUTN and FSS for the DI, MSHN, and MSFSS programs.

### ARTIFICIAL INTELLIGENCE

The GPHN supports the transparent and ethical use of generative artificial intelligence (Gen-AI), which refers to technologies that can create text, images, or multimedia. All use of Gen-AI programs must comply with the policies stated in course syllabi. While Gen-AI may be used to begin the process of researching and to provide editing assistance, Gen-AI-generated content is not considered original, so it must be cited as borrowed ideas, images, or wording. Any use of Gen-AI that appears in a submission must be attributed or cited appropriately, e.g., (OpenAI, 2024). Students are responsible for originality and accuracy of content developed from research or writing tools, including Gen-AI. When requested, students must reveal how and to what extent Gen-AI tools were used.

### ADVISING & PROGRESS REPORTS

During the internship, students will meet individually and/or in small groups with the GPHN/DI Director and/or Associate DI Director at least once per term during fall, winter, and spring terms to discuss progress in rotations, courses, to monitor the attainment of the core competencies in nutrition/dietetics, and to support professional development.

Master's students will meet with the master's program faculty on a regular basis to discuss program progression, courses, elective credits and thesis or capstone progress. Additional meetings may be scheduled as needed to abide by Graduate Studies policies, to support graduate students, and to facilitate efficient progression towards degree completion.

## ELECTIVE COURSES

For students completing the MSHN/DI, nutrition elective courses may be available through the GPHN in the summer, fall, winter, and spring terms. Up to four elective credits may also be taken through other OHSU programs when available and with instructor permission and permission of the GPHN Director.

Students in the DI or MSFSS/DI program are welcome to enroll in any GPHN, Interprofessional (IPE) or University (UNI) elective course. Elective guidelines for MSHN students are provided in the program overview for the [MSHN program](#).

## INTERPROFESSIONAL EDUCATION (IPE)

The goal of the OHSU Interprofessional Initiative is to prepare OHSU students to deliberately and collaboratively work together to achieve a safer and more effective patient-centered and community-oriented health care system. As part of the IPE curriculum, dental, medical, nursing, nutrition, physician assistant, and radiation therapy students are required to attend and participate in a one credit course, [IPE 501: Foundations of Patient Safety and Interprofessional Practice](#). IPE 501 is designed to introduce early health care learners from all OHSU schools and programs to the best practices for professionalism, roles and responsibilities, teamwork, communication, ethics, and collaborative practice to improve the quality and safety of patient care. Students completing the DI, alone or concurrently with the MSHN or MSFSS, are required to take the IPE Foundations course.

## CONTINUOUS ENROLLMENT

All students admitted to the GPHN must be continuously enrolled until graduation, except summer terms and periods of time covered by an approved leave of absence. Taking a minimum of one credit per term during the regular academic year (fall, winter and spring terms) constitutes continuous enrollment. Registration during the summer term is not required to meet the continuous enrollment policy but may be required for required and/or elective courses and thesis or capstone work.

## APPLICATION FOR GRADUATE CERTIFICATE OR DEGREE

Students enrolled in the MSHN/DI program graduate with a MS in Human Nutrition degree and a Dietetic Internship Graduate Certificate. Students enrolled in the MSFSS/DI program graduate with a MS in Food Systems and Society degree and a Dietetic Internship Graduate Certificate. Students in the DI program graduate with a Dietetic Internship Graduate Certificate, only. Graduation from the DI, and receipt of an official DI verification statement, is contingent upon having a graduate degree conferred either from OHSU or another accredited university and the successful completion of all required courses and planned experiential learning, which may exceed 1000 hours. In addition, students in the DI, MSHN/DI or MSFSS/DI must maintain a minimum cumulative 3.0 GPA, be in good academic standing, pass all required NUTN and FSS courses with a grade of B- or higher, complete the required minimum number of credits, and finish all thesis or capstone requirements. The OHSU Application for Degree form must be completed online through the Student Information System (SIS) one term before the student expects to graduate. Students completing the MSHN/DI or MSFSS/DI program will submit their Application for Degree for the MSHN or MSFSS program through SIS and also complete the [Dual Degree Application form](#) for the DI graduate certificate through the Registrar's website. From the date of matriculation, students in the MSHN or MSFSS program have six years to complete the degree and students in the DI program have four years to complete the certificate, unless granted a leave of absence. If a student has applied to graduate but needs to update the term of graduation, they must complete the [Change of Graduation Term](#) form. Information on graduation and the commencement participation policy can be found on the [Registrar's website](#).

## ELIGIBILITY FOR REGISTRATION EXAMINATION FOR DIETITIANS

During the last month of the MSHN/DI, MSFSS/DI or DI program, students will be asked to provide information that will be used to complete the eligibility application for the registration examination for dietitians (RD exam).

Students who meet the graduation requirements for the DI program, including having been awarded a graduate degree, will receive a verification statement signed by the DI Director and a graduate certificate awarded by OHSU. Students will be provided with six signed original copies of their individualized DI Verification Statement within four weeks of the end of the last term they are enrolled in at OHSU indicating successful completion of the DI. In addition, an original signed verification statement is maintained in the program files in both electronic and hard copy.

For students completing the MSHN/DI or MSFSS/DI program, the transcript submitted to CDR reflecting the highest degree earned will be their official OHSU transcript with date of degree conferred. For students in the DI, only, the transcript submitted to CDR reflecting the highest graduate degree earned will be their most recent official transcript with the date that their graduate degree was conferred. In addition to submitting official transcripts, the eligibility application requires submission of official signed and dated copies of DPD and DI Verification Statements.

Upon completion and confirmation of all program requirements, completion paperwork is submitted electronically by the DI director to the Commission on Dietetic Registration (CDR) for the student to be granted eligibility to sit for the RD exam. Graduates should receive confirmation of their RD exam application eligibility from CDR via email within two to three days of submission.

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## STATE LICENSURE/STATE CERTIFICATION

State licensure and state certification are separate and distinct from credentialing as a registered dietitian by the CDR. Upon successful completion of the RD exam, graduates are eligible to apply for individual state licensure or certification as established by each distinct state. Information on Oregon state licensure can be found at the [Health Licensing Office](#) of the Oregon Health Authority website.

## FAILURE TO MAINTAIN GOOD ACADEMIC STANDING

Maintaining good academic standing includes meeting minimum degree requirements, making appropriate academic progress, and consistently demonstrating appropriate professionalism. Students who do not maintain good academic standing may receive an academic warning, be placed on academic probation, be suspended, or dismissed. In certain situations, recommendation for dismissal from the GPHN may be made without a probationary period.

The GPHN is responsible for monitoring student performance and for initiating appropriate action if standards of performance are not met. The GPHN Program Director shall notify the student and Associate Dean of Graduate Studies in the School of Medicine when a student fails to maintain good academic standing. This notification shall specify the way(s) in which the student is failing to meet program standards and specify time limits for correcting deficiencies including remediating coursework.

For students who receive a warning, or are placed on probation, the GPHN will advise them regarding corrective steps to take, the deadlines for doing so, and the consequences of failing to remedy the matter. For students who have been suspended by the Associate Dean for Graduate Studies, the letter from the Dean will also include information on corrective steps, deadlines and consequences. A student who fails to take corrective steps within the specified time limit may be subject to disciplinary action, including but not limited to dismissal.

## ACADEMIC PROBATION

Academic probation occurs when a student fails to meet either degree or professional requirements and is no longer in good academic standing. Academic probation is intended to provide a student, whose performance is less than satisfactory, a period of time to correct the deficiency. A student on academic probation shall not be permitted to complete the thesis oral examination (thesis defense) or present their final capstone seminar, nor may the student receive their master's degree or graduate certificate.

A student placed on academic probation must correct deficiencies within one academic term. A student who fails to correct deficiencies within one academic term may be recommended for dismissal at the discretion of the GPHN faculty.

## DISMISSAL POLICY

OHSU schools and colleges have the authority to pursue academic suspension and academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct.

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## DISMISSAL PROCEDURE

The GPHN follows the dismissal procedures and policy outlined in [OHSU Policy 02-30-050](#).

## 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. [Policy 02-30-055](#) outlines the steps for filing a grievance, including recourse to an administrator other than the GPHN Program Director.

Complaints related to experiential learning should first be addressed with the preceptor. If unable to resolve the issue with the preceptor, the student should contact the GPHN Program Director or Associate DI Director.

Whether the grievance occurs in a didactic course or experiential learning, retaliation is not permitted by any of the parties: GPHN Program Director, Associate DI Director, other faculty or staff, student, or preceptor.

Students participating in educational activities through NC-SARA (National Council on State Authorization and Reciprocity Agreement), out-of-state learning activities or distance education, may follow the SARA complaint process which can be found at <https://www.ohsu.edu/education/out-state-authorization>.

Students in the DI, MSHN/DI, or MSFSS/DI 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: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>

Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)

Phone: 800/877-1600, ext. 5400

Mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

## UNIVERSITY STANDARDS AND SERVICES

### ACADEMIC CALENDAR

For specific registration dates and deadlines, including deadlines to withdraw or receive a tuition refund, consult the Registrar's Office's comprehensive [Academic Calendar](#).

### YEAR OVERVIEW

Students will be granted pre-scheduled leave during the year, which includes fall break (if applicable), 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 students should review and abide by the [Absences section](#) of this handbook.

### REGISTRAR AND FINANCIAL AID

In support of OHSU's Education mission, the Office of the Registrar ensures the accuracy and integrity of OHSU academic records and the degrees and certificates awarded through oversight of academic policy, student records, and related operational processes. Services include registration for courses, grade reports and official transcripts. The Registrar and Financial Aids office also receives requests for financial aid and deferral of student loans.

### STUDENT REGISTRATION

It is particularly important that students register for courses by the term deadlines listed in the [Academic Calendar](#). Late registration requests are not guaranteed and are subject to review and approval by the Associate Dean of Graduate Studies and the Registrar's office. New students must register for courses prior to the first day of the term to prevent deactivation of their student account and network credentials. Information on how to register can be found on the [Registrar's website](#).

### SAKAI

[Sakai](#) is OHSU's online course management system and includes a suite of useful web-based tools supporting academic communication and collaboration. Most courses have a Sakai component, which includes the course syllabus, posted videos or assignments, supplemental reading, or as a platform to facilitate assignment submissions, quizzes, and online discussions. Courses on Sakai open the Saturday before the term begins and the course site closes six weeks after the term ends. After the course closes, students will not have access to the course content so students should download all desired course material before this time.

Students log into Sakai with their OHSU credentials (username and password). The Sakai classroom management system is supported by the Sakai Help Desk which can be contacted via e-mail at [sakai@ohsu.edu](mailto:sakai@ohsu.edu) or by phone at 877-972-5249 between 8 am and 7 pm, Monday through Thursday, 8 - 5 pm Fridays, and noon to 5pm on Sundays.

### 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 and anonymously provide feedback on courses and instructors. Information

gained through course and instructor evaluations is reviewed by the OHSU Executive Vice Provost, GPHN Program Director, Instructors and GPHN curriculum committee members, in the form of composite numeric scores and narrative comments. Feedback to instructors should be professional and constructive and include comments about both strengths and opportunities for improvement as appropriate. We value student comments and expect all students to participate in this anonymous online evaluation process. Although individual responses are anonymous, participation is monitored through the central administration as we maintain an evaluation completion rate goal of 100%.

Course evaluations open seven days before the end of the term and close seven days after the end of the term in which a course is offered. Students will receive an email message one week before the term ends 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 email reminders every three days until the evaluations close. Once completed, the student will see a list of course evaluations, one for each course taken during the term. Students can also access their course evaluations via the "My Workspace" area in Sakai.

## UNIVERSITY POLICIES

Upon matriculation into an OHSU academic program, each student agrees to be bound by the [OHSU Code of Conduct](#), rules, policies, procedures and administrative regulations of OHSU as they exist at the time of admission and as they may be changed during the student's continued enrollment. Students must be familiar with the policies and procedures as delineated in this handbook and are also required to familiarize themselves with all policies and procedures of OHSU as published on the [O2 website](#). Academic policies can be found in the [OHSU Policy Manual](#).

## NON-DISCRIMINATION POLICY

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, veteran status, or any other status protected by law. It does not discriminate on any status protected by law. [Policy 03-05-048](#) applies to all employment, education, volunteer, and patient care related activities or in any other aspect of OHSU's operation. Retaliation for reporting discrimination is prohibited. To make an inquiry or report an incident of discrimination, contact OHSU's Office of Civil Rights Investigations and Compliance (OCIC), formerly the Affirmative Action and Equal Opportunity (AAEO) Department, at 503-494-5148 or [ocic@ohsu.edu](mailto:ocic@ohsu.edu).

## PROHIBITION ON BULLYING POLICY

To thrive and excel, the OHSU community must sustain a culture of respect that honors the rights, safety, dignity and worth of every OHSU Member. OHSU is committed to ensuring an environment that is free from harassment, bullying, and discrimination. Bullying, hostile and abusive behavior, and power-based harassment directly threaten the ability of OHSU Members to engage in the free exchange of ideas and pursue their educational and professional goals. [Policy 03-05-060](#) documents OHSU's commitment to provide an environment free from bullying behavior and provides a process for addressing behavior that constitutes bullying.

## TITLE IX NOTICE OF NON-DISCRIMINATION

Title IX of the Education Amendments of 1972 ("Title IX") protects sex (including pregnancy, sexual orientation, and gender identity) discrimination in any education program or activity receiving federal financial assistance. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator: Angela Fleischer, MSW, LCSW, CFP-A at 503-494-5148 or [titleix@ohsu.edu](mailto:titleix@ohsu.edu).

## STUDENT MISTREATMENTS

Mistreatment outside of the boundaries of discrimination, harassment, and sexual misconduct, also has no place at OHSU. Mistreatment can include, but are not limited to unprofessional relationships, abuses of authority, and abusive and/or intimidating behavior (e.g., derogatory comments, belittlement or humiliation), creation of a hostile environment, ethical concerns, and inappropriate requests for personal services (such as shopping, babysitting, etc.). It can be perpetrated by fellow students, faculty, staff, preceptors and patients.

Students are encouraged to report any mistreatment to the Program Director. If a student feels that their concerns are not being adequately addressed or that the mistreatment is at the level of the Program Director, they may directly report to the Graduate Studies department of the SOM by following the [SOM Graduate Student Mistreatment Protocol](#). If a complaint warrants and provides enough information to support further investigation, the program will conduct that investigation. The timing of the investigation is dependent on several factors. An informal investigation and resolution process does not require the complainant student's identity to be shared with the accused individual, preceptor, faculty, or staff.

## PATIENT REQUESTS FOR OR REFUSAL OF HEALTHCARE PROFESSIONALS OR OTHER PERSONNEL WITH SPECIFIC CHARACTERISTICS

With rare exception, OHSU will not accommodate requests for or refusal by patients to receive healthcare provided by professionals or other personnel because of a specific characteristic of the healthcare professional or other personnel. Please refer to Healthcare Policy [HC-RI-133-POL](#).

## RESPECT FOR ALL

The [Respect for All](#) guide has information on how to recognize, confront and prevent discrimination, harassment and bullying. OHSU recognizes the strength that comes with being "Diverse in People and Ideas." This is why any form of discrimination or harassment has no place at OHSU and will not be tolerated. Jokes, comments, and actions that single people out are unacceptable at OHSU. If you witness such behavior, it is your responsibility to take the appropriate action. Remember: Saying or doing nothing is the same as you condoning this behavior.

OCIC offers education both in the form of online courses and in-person training for managers, departments or other groups according to request. Students are required to complete OHSU Unconscious Bias and Bystander Intervention training.

*The basis for the content in the Respect for All guide was provided by members of [Office of Civil Rights Investigations and Compliance \(OCIC\)](#) and the [Center for Diversity and Inclusion \(CDI\)](#).*

## COVID-19

### STUDENTS

OHSU strongly recommends that all OHSU members, regardless of their work location or job function, remain "up-to-date" with COVID-19 vaccines, as defined by the Centers for Disease Control and Prevention. Per policy 03-30-150, all students must be "fully vaccinated" or "up-to-date" with COVID-19 vaccinations OR they must submit a declination form via Enterprise Health and adhere to Student Health's current requirements designed to minimize COVID-19 transmission.

If a student chooses to decline the vaccination, they will need to wear a surgical or procedure mask whenever working with patients. [A step-by-step guide for declination is available here](#). New students wishing to submit a declination should do so when they receive their network login credentials (usually about 60 days before the start of your program).

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## FACULTY AND STAFF

Faculty and staff of the GPHN follow all policies put forth by OHSU Occupational Health to ensure a safe and healthy workplace for employees, students and patients, including the [Guidelines for COVID Illness Exclusion and Return to Work](#) policy.

## 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 including communication with preceptors. Email is the primary form of communication at OHSU. Students are expected to check this email account daily at the minimum and respond to email requests within 24 hours. It is important that students review ALL emails received from the program and from the university. If you receive any spam emails, forward the entire message to [antispam@ohsu.edu](mailto:antispam@ohsu.edu).

### CONNECTING REMOTELY TO OHSU COURSES AND EVENTS

Classes and activities will be offered using a combination of in-person and remote modalities. Courses offered remotely may be offered synchronously (all learners link into courses/activities at a scheduled time), or asynchronously (learners view course instruction on their own schedule). OHSU prioritizes in-person learning and requires instructors to deliver course content using one mode of delivery, only, either in-person or remotely. To comply with this directive, the majority of courses offered by the GPHN for students enrolled in the DI or MSHN/DI are offered in-person. An approved exception to attending courses in person is made for students completing rotations at rural or regional campuses throughout the state. Students may attend classes remotely while living in these locations. All courses associated with the MSFSS program are offered online, primarily in an asynchronous format.

To promote active, participatory learning in courses and other educational activities offered remotely, all students are required to have access to reliable high-speed internet and a computer with a microphone and camera. All students should have access to hardwired connections to the internet with an Ethernet cable or similar system to allow webcams and microphones to be turned on throughout the class session to promote continuous participation. Due to limited bandwidth, Wi-Fi can sometimes impact the ability to connect to classes.

In addition, all students are required to download and have access to WebEx and Microsoft Teams and any other virtual meeting space of choice at OHSU. Information about [WebEx](#) and [Microsoft Teams](#) and instructions for installation are provided by ITG. While there are multiple options to virtually connect with other students, we strongly encourage you to use WebEx and Microsoft Teams, or the platform required by OHSU, to discuss course-related work to ensure that your communication follows OHSU's Privacy Policies. If OHSU transitions to another platform, students will be encouraged to use the updated system. If you have connectivity issues, contact ITG at 503-494-2222.

*It is expected that students have their cameras on and be actively engaged during the entirety of class unless a need for the camera to be off has been communicated to and approved by the instructor prior to class.*



## EXXAT

[Exxat](#) is OHSU's online rotation management system. This program houses rotation schedules, preceptor evaluations (competency and professionalism), time clock logs for rotations, competency forms, and student profile information. Students log into Exxat using their OHSU credentials (username and password) and dual authentication.

## 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.

## 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 [Education Records policy](#) and the [Academic Regulations for the School of Medicine Graduate Programs](#). Students can use the [Student Information System](#) to view grades and 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.

## INFORMATION TECHNOLOGY

Students are responsible for the computer and mobile devices they use during their studies at OHSU. If students wish to use a computer to access OHSU resources, please ensure that you are using an up-to-date, vendor-supported operating system.

In addition, students must abide by OHSU's [Acceptable Use of Computing and Telecommuting Resources](#) policy. The following information will help students use computing resources in line with that policy as well as OHSU's additional information privacy and security policies. For a complete list of policies, visit the [Information Privacy and Security site](#).

## ITG SERVICES HELP AND HOW-TO

[ITG Services Help and How-To](#) resource provides a searchable list of popular instructions such as how to set up an iPhone for email, connect to Citrix Remote and much more. It provides solutions for the most common information technology issues at OHSU, as well as FAQ on a variety of topics.

## STUDENT SUPPORT

### STUDENT CENTRAL

[Student Central](#) serves as a home of news, information and resources for OHSU's more than 3,500 students across the schools of Dentistry, Medicine, Nursing, the OHSU-PSU School of Public Health and the College of Pharmacy.

### GPHN STUDENT OFFICE

The GPHN student office is located in the 3030 Moody building, Room 245. Computers, a printer, refrigerator, and microwave are located in the office for student use. Students must abide by the GPHN Student Office Access and Key Policy and are responsible for keeping this space clean and presentable, including removing trash and cleaning the refrigerator. For access to the student office, students should contact the GPHN Administrative Coordinator.

Printing resources are also available at the RLSB and the library. Students have access to a colored printer on the 5<sup>th</sup> floor of the RLSB, outside the Learning Resource Center. Information on how to print wirelessly can be found on the [Library's website](#). Students must have a [GoPrint account](#) to print.

## OFFICE OF STUDENT LIFE

The [Office of Student Life](#) at OHSU sponsors a variety of services, programs and events to educate, advocate, entertain and engage students. The Office of Student Life includes a broad range of services and programs devoted to the social, physical, psychological, financial, ethical, and cognitive development of all OHSU students.

## ALL-HILL COUNCIL

The [All-Hill Council](#) comprises OHSU's student body government. Each school contributes members to the Council. Student Council meetings are held the second Friday of the month at 12pm and are open to anyone. In addition to facilitating communication about OHSU news and policies to students and acting as a voice of students to administrators, the Council also provides funding for events bringing together students across schools and programs.

## STUDENT CENTER

The [OHSU Student Center](#) is located on Marquam Hill campus located at 722 S. Campus Drive near parking structure 2 and across the street from the Doernbecher Children's Hospital. The Student Center is comprised of the Food Resource Center for students, a meeting/study space, a lap pool and hot tub, workout facilities, and a gym that hosts intramural sports.

## FOOD RESOURCE CENTER

The student [Food Resource Center \(FRC\)](#) at OHSU provides fresh, refrigerated, frozen and packaged foods to OHSU students at no cost; offers food-related and financial information and referral services; and provides practical information on food safety, nutrition, budgeting, cooking and preserving food. The FRC serves all students who hold an OHSU ID badge. OHSU students enrolled in regional campuses can also access food resource support when on the Portland campus or through local university food pantries and other mechanisms.

Food items are available in two ways:

- Order online and pick up at FRC - students can request shelf-stable grocery items which are bundled for pick up at the OHSU Student Center during their operating hours Sunday-Friday 8 AM-8 PM (Closed on Mondays).
- Attend Shopping Hours - students can visit the OHSU Student Center, which houses the FRC, Wednesday and Friday, from 3-7 p.m. to select items from the FRC's shelves, refrigerators and freezers.

Shopping hours and online ordering availability can change; visit the [FRC website](#) for the most recent information. Volunteers are always needed. Contact the FRC at [food@ohsu.edu](mailto:food@ohsu.edu).

## MARCH WELLNESS & FITNESS CENTER

The [March Wellness & Fitness Center](#) is located on the OHSU Waterfront Campus in the Center for Health & Healing, Building 1. OHSU students who are on the registrar's enrollment report have a student membership at the March Wellness & Fitness Center. Students may add one significant other (relatives and roommates are not eligible) to their membership. The initiation fee for the additional person is \$120 and monthly dues are \$53.

## STUDENT HEALTH & WELLNESS

[Student Health](#) offers a full range of primary care, behavioral health, integrative medicine, and wellness services for OHSU students and postdoctoral scholars based on the Portland campus. Some services are also available for students' spouses, domestic partners, and adult children.

The [Basic Needs Resource](#) page includes basic needs resources, including OHSU resources and community-based resources.

## STUDENT LEARNING SUPPORT

[Academic Success Center](#) is committed to helping all learners at OHSU reach their academic potential. They offer one-on-one consultations with learners, workshops on study skills and strategies, writing support and academic coaching.

## OHSU LIBRARY

OHSU Library provides extensive online and print resources, as well as expert library staff support. Access the OHSU Library's online resources 24 hours a day, 7 days a week from any location by authenticating with your OHSU accounts. Search any of our 130 databases which are linked to more than 31,000 journal subscriptions and 205,000 online books. Additionally, the Library has over 85,000 print books, and participates in regional and global interlibrary borrowing networks. Items not available online are available at no charge via the [Library's Get It for Me service](#) which delivers articles and chapters via email within 1-2 business days. The [Library's Education, Research and Clinical Outreach librarians](#) support your learning through consultations and addressing questions about searching, information and citation management, critically appraising the literature, and disseminating your scholarship. The Library also provides 24-hour technology-enabled spaces with access to printing and [specialized software](#), and lends equipment to facilitate knowledge creation and sharing

## CENTER FOR DIVERSITY & INCLUSION

At OHSU, we believe diversity means creating a community of inclusion. That is why we are committed to building an environment where students from historically underrepresented populations can thrive and maximize their potential. The Center for Diversity and Inclusion collaborates with schools and other programs or departments to provide the following services. Please visit the website for the [Center for Diversity and Inclusion](#), where you can learn about OHSU's Community of Inclusion and Diversity Action Plan, internships, scholarships, professional development, and other resources.

## OHSU OMBUDSMAN

The [OHSU Ombudsman](#) offers a safe, confidential place to discuss campus-related issues and explore possibilities for informally addressing concerns. The Ombudsman will listen and review matters; help identify options; make inquiries and make referrals as appropriate; and/or facilitate resolutions in an impartial manner.

## OHSU CONFIDENTIAL ADVOCATE PROGRAM

The [Confidential Advocacy Program \(CAP\)](#) provides confidential support services to OHSU employees, students, and volunteers who have experienced any form of sexual misconduct, including sexual harassment, sexual assault, intimate-partner violence, stalking, relationship/dating violence, and other forms — whether at OHSU or outside of the university. **CAP advocates are available 24/7.** [Contact CAP](#) on their crisis lines answered by OHSU advocates or their community partners or book an appointment online with an OHSU confidential advocate [here](#).

## OHSU STUDENT CARE PROGRAM

The [Consultation, Awareness, Resources and Education \(CARE\) Program](#) helps students face personal, physical or emotional challenges. Anyone concerned about a student can submit a referral, including faculty, family members, peers and others.

## PUBLIC SAFETY

The [Department of Public Safety](#) is dedicated to assisting all members of the OHSU community whenever possible. Public Safety maintains a comprehensive communications center (dispatch) staffed 24 hours a day, 7 days a week by professional dispatchers who are trained to triage requests for service, including emergencies and initiate the appropriate response. If they are unable to provide the requested service with our resources, they will make all reasonable attempts to locate someone who can.

## EDUCATIONAL DEBT COUNSELING AND FINANCIAL MANAGEMENT

[OHSU's Educational Debt Counseling and Financial Management program](#) is devoted to fostering a financially empowered community of students and alumni. Through our personalized one-on-one counseling sessions and group interactive workshops, they provide lessons and resources to help students and alumni manage their money by making informed decisions regarding your educational debt and personal finances, including budgeting, borrowing responsibly, understanding personal credit, and more. Individual counseling or tailored group sessions may be set up by contacting Janna at 503-494-7872 or at [mckayj@ohsu.edu](mailto:mckayj@ohsu.edu).

## 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.

## OHSU: CODE OF CONDUCT

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.

## 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 undergraduate students, are understood to be laying a foundation for their professional career or continued research, and expected to review and abide by the points made in the [Professional Conduct Policy for Graduate Programs of the School of Medicine](#).

## 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 [Academy of Nutrition and Dietetics 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 adopted this Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. All GPHN students must maintain membership in the Academy of Nutrition and Dietetics and are, therefore, bound to the professional Code of Ethics.

## PROFESSIONALISM DURING ROTATIONS

Dietetic preceptors at OHSU and all of our affiliated sites serve in this important voluntary educational role because of good will, a desire to mentor, and a commitment to the nutrition and 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 appreciation, we strongly encourage students to write thank you notes to preceptors after each rotation.

Successful completion of rotations is partially based on the preceptors' assessment of professional attributes, as well as the student's ability to demonstrate the core competencies of our profession. 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 rotation 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 rotation expectations are specified in the NUTN 504 course syllabus. Additional information on contacting preceptors prior to the start of rotations is also provided on Sakai within the preceptor contact lists.

## 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.

Gender identities and expressions can be very diverse. People may use either a feminine pronoun (she/her), a masculine pronoun (he/him) or a neutral pronoun (they/them). For example, when referring to someone who identifies as female or feminine, she may wish to be addressed as “she,” and her pronoun would display as “she/her.” In a sentence you would say, “My co-worker is Mary, she is on a lunch break. You can leave her mail on her desk, and I will check with her to make sure she received it.” When referring to someone who identifies outside of the gender binary of male or female, they may wish to be addressed with the neutral pronoun of “they” and their pronoun would be displayed as “they/them.” In a sentence you would say, “My co-worker is Sam, who is on their lunch break. You can leave their mail on their desk, and I will check with them to make sure they’ve received it.” When in doubt, refer to a person using the pronouns identified on their OHSU identification badge or ask how he/she/they would like to be addressed.

## APPEARANCE & IDENTIFICATION BADGE

All students are expected to abide by the [OHSU Professional Appearance policy](#) whether in class or rotations including all virtual or remote program activities. 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 their 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 above the heart at collar level. Badge holders must be kept clean. Identifying information must be visible to others with whom the student interacts. Lanyards are not allowed for hygienic and safety reasons. Students are required to follow all masking procedures outlined by OHSU or their rotation site.

## CONFERENCES

To enhance professional development and to begin professional 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. Costs to attend required conferences may be paid by the program, but the costs to attend other conferences may be the responsibility of the student. Students should discuss conference attendance with the program prior to registration.

## 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, or thesis/capstone work. Other opportunities to engage with social media, external blogs or websites and/or attend conferences may arise throughout the academic year, which should be discussed with the GPHN Program Director.

## RESEARCH INTEGRITY

[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. Institutional Review Boards (IRBs) are formally designated groups constituted according to federal regulations that are charged with performing the regulatory and ethical review of research involving human subjects. The OHSU IRB also provides information and guidance to researchers about applicable OHSU policies and requirements, as well as regulatory and ethical issues and concerns that may arise in human research. Student projects completed throughout the program may require IRB approval.

## ALUMNI

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. Responses from alumni 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 GRADUATE CERTIFICATE PROGRAM

#### MISSION

The Dietetic Internship Graduate Certificate (DI) program prepares graduates to deliver evidence-based nutrition care and dietetics services to improve the health of all individuals. We foster excellence in dietetic interns through an array of experiences in professional leadership and practice to be carried forward into their respective careers.

#### LEARNING OBJECTIVES

The learning objectives of the dietetic internship graduate certificate track mirror the core competencies specified in the 2022 ACEND standards for dietetic internship programs. Program goals and objectives are available on the [GPHN website](#).

#### REQUIRED COURSES

NUTN 501A Academic Foundations	1 credit
NUTN 501B Transition to Clinical Nutrition	1 credit
NUTN 501C Transition to Professional Practice	1 credit
NUTN 504 Supervised Practice	21 credits
NUTN 510 Public Health Nutrition	2 credits
NUTN 511 Pathophysiology and Medical Nutrition Therapy	2 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy	2 credits
NUTN 513 Food Service and Clinical Management	1credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit
<b>TOTAL</b>	<b>32 Credits</b>

Course descriptions can be found in the [Course Catalog](#).

#### SUPERVISED PRACTICE – NUTN 504

Rotations encompass the work students do at a wide variety of rotation sites throughout the program. The DI Director and Associate DI Director monitor students' progress in this course based on evaluations received from preceptors, including both the student's ability to meet ACEND competencies and professional characteristics and other assigned projects. Rotations generally occur Tuesday through Friday of each week for a minimum of 32 hours per week, and schedules are finalized 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. Individual rotation schedules, preceptor contact information, and rotation guides are provided in Exxat.

In addition to the rotations and coursework, students are required to complete a series of learning activities during their rotations. These activities will be presented and explained during orientation.

*Due to the fast-paced and dynamic nature of the internship, we advise against regularly scheduled employment during this 10-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 and host OHSU dietetic students for rotations, 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, Portland and Medford)
- Adventist Medical Center (Portland)
- Kaiser Medical Center (Portland, Sunnyside and Westside)
- PeaceHealth Southwest Medical Center (Vancouver, WA)
- Sky Lakes Hospital and Wellness Center (Klamath Falls, OR)

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 experiential learning opportunities in public health, community nutrition, nutrition education, food service, management, and patient care.

## CURRICULUM MAP

	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5		CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13
<b>Courses</b>																			
<i>Fall Term</i>																			
NUTN 510: Public Health Nutrition (2 cr)	x	x	x					x	x								x	x	x
NUTN 513: Food Service and Clinical Management (1 cr)									x					x			x		
<i>Winter Term</i>																			
NUTN 511: Pathophysiology and Medical Nutrition Therapy (2 cr)		x	x	x	x			x	x								x		
<i>Spring Term</i>																			
NUTN 512: Advanced Pathophysiology and Medical Nutrition Therapy (2 cr)		x	x	x	x			x	x								x		
<b>NUTN 504: Supervised Practice Experience</b>																			
Food Service/Management	x	x	x	x	x		x	x	x	x	x		x	x	x	x	x	x	x
Community Nutrition/Public Health	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x
Clinical Nutrition	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x
<b>NUTN 504: Simulation Experience</b>																			
Learning Activities		x		x	x			x		x	x	x	x	x			x		
NUTN 501A: Academic Foundations (1 cr)									x								x		
NUTN 501B: Transition to Clinical Nutrition (1 cr)									x								x		
NUTN 501C: Transition to Professional Practice (1 cr)									x								x		

Rotations	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10	CRDN 3.11	CRDN 3.12	CRDN 3.13	CRDN 3.14		CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4
<b>Courses</b>																			
<i>Fall Term</i>																			
NUTN 510: Public Health Nutrition (2 cr)									x										
NUTN 513: Food Service and Clinical Management (1 cr)														x		x	x	x	
<i>Winter Term</i>																			
NUTN 511: Pathophysiology and Medical Nutrition Therapy (2 cr)	x	x	x	x	x	x		x			x	x							x
<i>Spring Term</i>																			
NUTN 512: Advanced Pathophysiology and Medical Nutrition Therapy (2 cr)	x		x		x						x								x
<b>NUTN 504: Supervised Practice Experience</b>																			
Food Service/Management							x	x	x	x	x	x	x	x		x	x	x	x
Community Nutrition/Public Health	x		x	x		x	x	x	x	x	x	x				x	x	x	x
Clinical Nutrition	x	x	x	x	x	x	x	x	x	x	x	x				x	x	x	x
<b>NUTN 504: Simulation Experience</b>																			
Learning Activities	x						x	x	x	x	x		x	x			x	x	x
NUTN 501A: Academic Foundations (1 cr)																			
NUTN 501B: Transition to Clinical Nutrition (1 cr)	x	x	x	x	x	x													
NUTN 501C: Transition to Professional Practice (1 cr)																			

Rotations	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10		CRDN 5.1	CRDN 5.2	CRDN 5.3	CRDN 5.4	CRDN 5.5	CRDN 5.6	CRDN 5.7	CRDN 5.8
<b>Courses</b>															
<i>Fall Term</i>															
NUTN 510: Public Health Nutrition (2 cr)															
NUTN 513: Food Service and Clinical Management (1 cr)	x		x	x											
<i>Winter Term</i>															
NUTN 511: Pathophysiology and Medical Nutrition Therapy (2 cr)								x			x	x	x		
<i>Spring Term</i>															
NUTN 512: Advanced Pathophysiology and Medical Nutrition Therapy (2 cr)								x			x	x	x		
<b>NUTN 504: Supervised Practice Experience</b>															
Food Service/Management	x	x	x	x		x		x	x		x	x	x	x	x
Community Nutrition/Public Health	x	x	x	x		x		x	x		x	x	x	x	x
Clinical Nutrition	x	x	x	x	x	x		x	x		x	x	x	x	x
<b>NUTN 504: Simulation Experience</b>															
Learning Activities		x				x					x				x
NUTN 501A: Academic Foundations (1 cr)						x									
NUTN 501B: Transition to Clinical Nutrition (1 cr)															
NUTN 501C: Transition to Professional Practice (1 cr)					x				x	x					

## MASTER OF SCIENCE IN HUMAN NUTRITION

This degree can be completed as a stand-alone program or concurrently with the dietetic internship program.

### MISSION

The mission of the MSHN program is to educate future nutrition and dietetic professionals in the methods, implementation, and interpretation of nutrition science and its application in evidenced-based practice; and to cultivate a passion to elevate the profession through innovation, discovery, collaboration and professional practice. The thesis option allows students to experience the research process by answering a structured clinical, public health, quantitative and/or qualitative research question. The capstone option offers an applied experiential learning opportunity for students to complete a targeted project in collaboration with an OHSU or partner organization.

### LEARNING OBJECTIVES

After completing the MSHN, 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. Utilize the Nutrition Physical Examination to identify physical signs and symptoms of nutrition-related disease in patients and communicate these findings to the healthcare team using the Nutrition Care Process.
3. 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.
4. Develop a project to answer a nutrition-related question: including problem identification, a review of existing literature, collection of data or conduction of a project, analysis of results and statement of conclusion.
5. Disseminate research results or other scholarly work about nutrition-related topics to scientists, health care professionals and members of the general public using poster, oral presentation, and written formats.
6. Communicate effectively with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environmental for all.

### REQUIRED COURSES – THESIS OPTION

NUTN 503 Thesis	6 credits, minimum
NUTN 505 Reading & Conferences	2 credit
NUTN 507 Seminar	1 credit
NUTN 508 Journal Club	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
NUTN 527 Nutritional Epidemiology	2 credits
BSTA 525 Introduction to Biostatistics	4 credits
NUTN 529A/B Nutritional Physiology	6 credits
Electives	13 credits, minimum
<b>TOTAL</b>	<b>45 credits, minimum</b>

Course descriptions can be found in the [Course Catalog](#).

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## REQUIRED COURSES – CAPSTONE OPTION

NUTN 506 Capstone	6 credits, minimum
NUTN 505 Reading & Conferences	2 credit
NUTN 507 Seminar	1 credit
NUTN 508 Journal Club	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
NUTN 527 Nutritional Epidemiology	2 credits
BSTA 525 Introduction to Biostatistics	4 credits
NUTN 529A/B Nutritional Physiology	6 credits
Electives	13 credits, minimum
<b>TOTAL</b>	<b>45 credits, minimum</b>

Course descriptions can be found in the [Course Catalog](#).

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## ELECTIVES

The GPHN offers NUTN electives almost every term. Most electives are offered once every other year. A maximum of four elective credits can be taken outside the GPHN without prior approval. These include courses such as IPE and UNI courses. A maximum of three independent study (NUTN 502) credits may be used towards required elective credits. Students must discuss their course of study and elective options with their primary mentor and academic advisor.

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## THESIS

A thesis project is an independent research project that should answer a question that contributes to new knowledge in the field of nutrition and dietetics and is applicable beyond the single setting. It represents a scholarly effort of high quality and is an academic-focused research project with broader applicability. The thesis project clearly states a problem or issue to be addressed. It involves a review of the existing literature, collection of data or conduction of a project, analysis of results, and statement of conclusion.

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## CAPSTONE

A capstone is an independent project that will be performed under the close supervision of a capstone project mentor. A capstone project addresses a specific need, and has a direct, practical application to a clinical practice group, community organization, public health agency, etc.; includes specific activities and/or action items with clear endpoints, and a written deliverable. A capstone project must go beyond an experience to create a new product as stated above; and is novel, at least in application to your specific population. A capstone project includes a literature review that will help you identify prior work. Project possibilities include but are not limited to developing or implementing a nutrition education program, developing a new educational and/or assessment tool, outcome-based assessment of a nutrition intervention, developing a new educational curriculum, or developing evidence-based clinical practice guidelines.

## MASTER OF SCIENCE IN FOOD SYSTEMS & SOCIETY

This degree can be completed as a stand-alone program or concurrently with the dietetic internship program.

### MISSION

The mission of the Master of Science in Food Systems and Society (FSS) is to engage students in identifying, assessing, and addressing social-justice problems in food systems and society. Food systems affect every person on the planet; they are at the foundation of human health and environmental survival. Human-made decisions determine availability of and access to food, land, and opportunities. Through critical inquiry, students examine concepts, perspectives, and strategies relevant to creating positive food-system change, integrating academic, professional, and personal work.

### LEARNING OBJECTIVES

After completing the MSFSS, students will be able to:

- Explain how social, political, and economic systems condition opportunities and outcomes in food systems and society.
- Explain concepts, theories, and processes of social justice in food systems and society.
- Apply scholarly practices to analyze social problems in food systems and society and evaluate solutions.

### REQUIRED COURSES

FSS 500: Food Systems Inquiry	4 credits
FSS 501: Concepts & Contexts in Food Systems & Society	4 credits
FSS 502: Academic Foundations	1 credit
FSS 503: Critical Text-based Research	1 credit
FSS 504: Capstone Preparation	1 credit
FSS 505: Scholarly Communication	1 credit
FSS 506: Capstone Completion	1 credit
FSS 510: Food Policy and Politics	4 credits
FSS 511: Food Systems and Culture	4 credits
FSS 520: Food Systems Theories and Methodologies	4 credits
FSS 550: Social Movements in Food Systems and Society	4 credits
FSS 560: Economic Justice in Food Systems & Society	4 credits
FSS 580: Scholarship and Social Change	4 credits
FSS 590: Capstone Independent Study	1 credit
FSS 598-A: Capstone 1	4 credits
FSS 598-B: Capstone 2	4 credits
FSS 598-C: Capstone 3	4 credits
FSS 598-D: Capstone Continuation	2 credits, if applicable
<b>TOTAL</b>	<b>49 credits, minimum</b>

Course descriptions can be found in the [Course Catalog](#).

### CAPSTONE

Capstone courses support student research on a topic of particular interest to them. All students create a Capstone Research Synthesis report that asks and answers questions relevant to social justice in food systems and society.

## STUDENT AGREEMENT

During my tenure in the Graduate Programs in Human Nutrition (GPHN), I agree to be bound by all rules, policies, procedures and administrative regulations of OHSU, the School of Medicine and the GPHN as they exist at the time of admission and as they may be changed during the time of my continued enrollment. The GPHN Student Handbook was reviewed with me upon matriculation.

I have had the opportunity to review the following:

- OHSU Code of Conduct
- Graduate Studies Policies & Guidelines
- Academic Regulations for the School of Medicine Graduate Programs
- 2024-2025 GPHN Student Handbook

☐ I have had an opportunity to ask questions and seek clarification regarding the policies contained in each document. I understand that if I have questions or need clarification, I will seek answers from an appropriate GPHN faculty/staff member.

### STUDENT AGREEMENT - TECHNICAL STANDARDS

☐ I have read and understand the OHSU Technical Standards as published in the 2024-2025 GPHN Student Handbook. To the best of my knowledge, I can meet these Standards.

### STUDENT AGREEMENT - HEALTH STATUS

☐ To the best of my knowledge, I do not have any condition (physical or mental) which will compromise my ability to provide safe patient care or participate fully in either the didactic or clinical phase of GPHN. I will notify the Program immediately if my health status changes. If I have a condition that may impact my ability to participate fully, I understand I should seek an accommodation via the Office of Student Access.

### STUDENT AGREEMENT - ACADEMIC/PROFESSIONAL PERFORMANCE STANDARDS

☐ I understand that I am required to perform to the expectations of the GPHN. I have reviewed and understand the expectations required of me as outlined in the following sections of the 2024-2025 GPHN Student Handbook:

- Academic Attendance
- Supervised Practice Attendance
- Leave of Absence
- Grading policy
- Advising & Progress Reports
- Continuous Enrollment
- Eligibility for Registration Examination for Dietitians
- Failure to Maintain Good Academic Standing
- Academic Probation
- Dismissal Policy and Procedure
- Professionalism and Supervised Practice
- Academy of Nutrition and Dietetics Code of Ethics

### STUDENT AGREEMENT - REQUIRED ATTENDANCE

☐ I understand that attendance is mandatory for all scheduled program activities including all classes, simulation activities, and experiential learning experiences. I understand that for all absences I am expected to notify the course instructor or NUTN 504 Instructor and preceptor immediately by phone, text and e-mail. I will be held responsible for

all information and skills presented during my absence and agree to the personal time off policy as outlined in the GPHN Student Handbook.

#### **STUDENT AGREEMENT – UPDATED CRIMINAL BACKGROUND CHECK**

☐ As a part of GPHN acceptance, I initially passed a criminal background check indicating the status of felony and misdemeanor convictions. As an update to the initial background check, I agree that during the period between the initial background check clearance and today's date, I do not have any current arrests pending for felonies or misdemeanors. In addition, I agree to update the GPHN Program Director should the answer to the above status change at any point during my matriculation in the GPHN. I recognize that some hospitals and hospital systems may require students to have a more recent background check and possible fingerprint check prior to clinical rotations. I agree to comply with any requests for additional background checks.

#### **STUDENT AGREEMENT – DRUG TESTING**

☐ As a part of GPHN acceptance, I initially passed a drug screening test. I am aware that the GPHN may require additional drug testing "for cause". I also recognize that some hospitals and hospital systems may require students to be drug tested just prior to the start of their rotation. I agree to comply with any requests for additional testing and understand that any additional required drug screening may be at my own expense.

#### **STUDENT AGREEMENT – COMMUTING AND TRAVEL FOR EXPERIENTIAL LEARNING EXPERIENCES**

☐ I am aware that most experiential learning experiences will occur within a 45-mile radius of the Portland metro area. Some rotations may be fulfilled at OHSU or in the Portland-metro area, however I am aware that other rotations will occur throughout the state, requiring student travel. I understand that assignment to experiential learning locations will not be changed due to preference or personal circumstance, except in the case of an accommodation granted via the Office of Student Access.

I have read and fully understand the above policies. I understand their implications and agree to abide by them.

*After reviewing the handbook and associated policies, all students will complete the Student Agreement through Exxat.*

## APPENDIX A: POLICIES & RESOURCES

### POLICIES

OHSU Policy Manual: Student Affairs

<https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/index.cfm>

OHSU Public Policy

<https://www.ohsu.edu/about/policies>

Academic Regulations for the School of Medicine Graduate Programs

<https://www.ohsu.edu/sites/default/files/2020-05/Academic%20Regulations%20for%20the%20School%20of%20Medicine%20Graduate%20Programs.pdf>

Codes of Conduct

<https://www.ohsu.edu/integrity-department/code-conduct>

Academy of Nutrition and Dietetics Code of Ethics

<https://www.eatrightpro.org/practice/code-of-ethics>

Research Integrity Policies

<https://www.ohsu.edu/research-integrity>

### RESOURCES

SOM Graduate Student Handbook

<https://www.ohsu.edu/school-of-medicine/graduate-studies/student-handbook>

SOM Graduate Studies Forms and Policies

<https://www.ohsu.edu/school-of-medicine/graduate-studies/forms-policies-and-resources>

Sakai

<https://sakai.ohsu.edu>

OHSU Food Resource Center

<https://www.ohsu.edu/education/food-assistance-and-basic-needs>

OHSU Library

<https://www.ohsu.edu/library>

PSU Writing Center—Open to OHSU students and community members

<https://www.pdx.edu/writing-center/>

Student Life

<https://www.ohsu.edu/education/student-life>

OHSU Ombudsman

<https://www.ohsu.edu/ombuds>

Public Safety

<http://www.ohsu.edu/pubsafety/>

Emergency on Campus: 4-4444 | Non-emergency: [503-494-7744](tel:503-494-7744)



March Wellness Center

<http://www.marchwellness.com>

All-Hill Council

<https://www.ohsu.edu/education/all-hill-student-council> | [scouncil@ohsu.edu](mailto:scouncil@ohsu.edu)

Student Center

<https://www.ohsu.edu/education/student-center>

Student Access

<https://www.ohsu.edu/education/academic-accommodations-disabilities>

Student Learning Support

<https://www.ohsu.edu/education/teaching-and-learning-center>

Academic Success Center

<https://www.ohsu.edu/education/academic-success-center>

Student Health & Wellness

<https://www.ohsu.edu/education/student-health-and-wellness>

OHSU Registrar

<https://www.ohsu.edu/education/office-registrar>

Phone: [503-494-7800](tel:503-494-7800) | [regohsu@ohsu.edu](mailto:regohsu@ohsu.edu)

Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Academic Calendar

<https://www.ohsu.edu/education/academic-calendar>

Tuition & Fees

<https://www.ohsu.edu/education/tuition-and-fees>

Financial Aid

<http://www.ohsu.edu/finaid>

Phone: [503-494-7800](tel:503-494-7800) | [finaid@ohsu.edu](mailto:finaid@ohsu.edu)

Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Cashier's Office

<https://www.ohsu.edu/education/cashiers-office>

OHSU Weather Alert

<https://www.ohsu.edu/visit/weather>

OHSU Inclement Weather

<https://o2.ohsu.edu/emergency-management/inclement-weather/index.cfm>

OHSU Campus Access and Commute Services

<https://www.ohsu.edu/visit/driving-and-parking>

OHSU Copy Center

<https://o2.ohsu.edu/logistics/ohsu-copy-center>

OHSU Discounts

<https://hria.ohsu.edu/ords/f?p=275:1:508851247630::::>

Academy of Nutrition and Dietetics Foundation  
<https://eatrightfoundation.org/scholarships-funding/>

Commission on Dietetic Registration  
<http://www.cdrnet.org>

Oregon Academy of Nutrition and Dietetics  
<http://www.eatrightoregon.org>

AMA Manual of Style: 11<sup>th</sup> edition  
<https://www.amamanualofstyle.com/view/10.1093/jama/9780190246556.001.0001/med-9780190246556>

