

DIETETIC INTERNSHIP GRADUATE CERTIFICATE  
MASTER OF SCIENCE IN HUMAN NUTRITION  
MASTER OF SCIENCE IN FOOD SYSTEMS AND SOCIETY

STUDENT HANDBOOK  
2025-2026



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## INTRODUCTION

The Graduate Programs in Human Nutrition (GPHN) at Oregon Health & Science University (OHSU) encompasses 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. This handbook 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 that is effective as of the Fall Term 2025; any subsequent changes take effect 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 Oregonians and individuals living throughout the United States.*

*Foster the pursuit of excellence in dietetic interns through the provision of a wide array of experiences in professional leadership and practice to be carried forward into their careers as Registered Dietitian Nutritionists.*

#### ***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 MSFFS 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 DI program, whether completed as the stand-alone DI 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.

[Accreditation Council for Education in Nutrition and Dietetics](#)

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

In addition to accreditation by ACEND, graduate programs offered by the GPHN are also accredited through the Northwest Commission on Colleges and Universities (NWCCU). This agency 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 who demonstrate critical judgment, extensive knowledge, and well-honed technical skills. All candidates for an OHSU degree or certificate must possess the 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 utilize reasonable accommodations 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 non-academic 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 admission to OHSU, all incoming students must pass an initial pre-matriculation background check. For those completing experiences in a clinical setting, some hospitals and hospital systems require students to have a more recent background check and possibly a fingerprint check prior to participating in clinical rotations. Students must comply with such requests, and may be required to cover the costs of testing.

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 (more than 180 days) may be required to complete a background check before gaining access to OHSU resources.

## DRUG TESTING

To promote the health, safety, and productivity of students, clients, and patients 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. OHSU prohibits any drug that is illegal under federal, state, or local law. While many states, including Oregon, have legalized the use of marijuana and select recreational and therapeutic substances, OHSU continues to consider marijuana an illegal substance in accordance with federal law. 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 additional 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 Use Guide](#) provides several support and recovery resources for you, your colleagues, friends, and family who may be struggling with a substance use disorder. If you are concerned about someone, we encourage you to reach out, report a concern, share resources, or seek support for yourself. It is important to know that treatments are available and can be very effective. Students are also referred to [OHSU Policies](#) and the [OHSU Code of Conduct](#) regarding the use of alcohol or other drugs while an OHSU student.

## SMOKING

The OHSU campus is a "Tobacco-Free Environment." In support of this important initiative, no person shall use any tobacco products in or on its premises (see OHSU [policy 07-09-021](#), Tobacco-Free Environment).

## IMMUNIZATIONS

OHSU follows the guidelines for required immunizations issued by the Centers for Disease Control (CDC) and by the State of Oregon. All students must comply with pre-entrance immunization requirements and remain in compliance for the duration of their enrollment at OHSU, as specified by [OHSU Policy 20-90-010](#). More information on required immunizations can be found on the [Student Health and Wellness immunization website](#). Students matriculating in the MSFSS stand-alone program, which is 100% online, are not required to provide pre-entrance immunization records.

## TRAINING & CERTIFICATIONS

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

## PROGRAM POLICIES

### ACCESSIBILITY

The OHSU Office for Student Access (OSA), in accordance with the OHSU policies on Equal Access for Students with Disability ([Policy No. 02-01-002](#)) and Accommodations ([Policy No. 03-05-055](#)), is the primary source for providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008.

As defined by the ADA and ADA-AA, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. This may include, but is not limited to, physical, sensory, chronic health, psychological, and learning impairments. A qualified student is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study, with or without reasonable accommodations.

The OSA determines and facilitates the implementation of reasonable accommodations to address documented disabilities; this may include academic adjustments, auxiliary aids, and/or services. Reasonable accommodations enable students with disabilities to have an equal opportunity to participate in an academic program or activity by providing alternative ways to accomplish the course requirements that eliminate or reduce disability-related barriers without altering or lowering standards.

A reasonable accommodation does not:

- Fundamentally alter the nature of the program or activity
- Remove essential requirements
- Lower academic standards
- Present an undue financial or administrative burden on the university
- Pose a threat to the safety of others or the public
- Constitute a service of personal nature

Personal services are not considered reasonable accommodations. OHSU is not required to provide students with personal services, per Title II of the ADA. Common personal services include, but are not limited to personal care attendants, private tutoring, childcare, medical devices (mobility devices, hearing aids, eyeglasses, etc.), and personal transportation. OSA may refer students to resources that are available to all students, or available within the community such as: Student Success Center, Student Health and Wellness, Tri-Met, etc.

The OSA works with students with disabilities across all OHSU educational programs and campuses. Each school also has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning student access once accommodations are established. The PAL is the point person for questions, concerns, or issues, but students can and should notify OSA of any problems or concerns immediately. *Students are highly encouraged to contact and meet with the PAL once accommodation has been established by OSA.*

Qualified students with disabilities, as determined by OSA, who wish to obtain accommodations are responsible for:

- Meeting and maintaining OHSU’s fundamental academic and technical standards (with or without reasonable accommodations).
- Self-identifying as an individual with a disability if accommodations are being requested.
- Ensuring their faculty and/or program staff receive a copy of their accommodation letter. Students who require assistance in notifying faculty or other staff can reach out to OSA or the PAL.

- Following institutional policy, procedures, and guidelines to request information, services, and accommodations.
- Requesting accommodations in a timely manner in alignment with the accommodation request timeline (see below).
- Demonstrating competency in learning outcomes for courses, academic programs, and activities as required by their academic program.
- Communicating with faculty, service providers, and academic programs regarding accommodations.

Accommodation Request Timeline:

If an accommodation is requested after the deadline, faculty will make a reasonable effort to accommodate the request, however they may not always be able to do so.

Accommodation Type	Time Required
Interpreting, Real-time Captioning, Real-time Transcribing, Video Captioning, Classroom Relocation, Braille materials.	Within 48 hours of registering for the course. These accommodations may take up to 4 weeks to coordinate.
Accessible Classroom and Lab Furniture	At least 3 weeks prior to the beginning of the course.
Classroom Assistant, Lab Assistant, Library Assistant, Library Assistant, Clinical Assistant (intermediary)	At least 3 weeks prior to the beginning of the course.
Textbooks and Course Materials in Accessible Formats	At least 4 weeks prior to the beginning of the course.
Peer Note Taker	1 week prior to the beginning of the course.
Exam Accommodations	Minimum advance notice is 10 business days to schedule the exam with the appropriate individual (ask OSA or PAL if you are unsure).
Consideration for Flexibility with Attendance/Assignments	Minimum 10 business days prior to the beginning of the course.
OLPH Housing Accommodations (including Assistance Animal Accommodations)	At least 4 weeks prior to move in.
Clinical Rotation Accommodations	At least 10 weeks prior to the start of the rotation.
Anatomy Lab/Simulation Accommodations	At least 6 weeks prior to the lab/simulation activity.

Students are advised to contact the OSA as soon as possible to discuss eligibility for disability accommodations; accommodations may take time to implement and cannot be applied retroactively. All information regarding a student's disability is kept in accordance with state and federal laws.

Additional information can be found in the Office of Student Access Student

Office of Student Access

Phone: 503-494-0082

Secure Fax: 503-346-8068

Email: [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu)

Website: [www.ohsu.edu/student-access](http://www.ohsu.edu/student-access)

Appointments: [Appointment Request Form](#)

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.

## ATTENDANCE POLICY

Attendance policies, which are course specific and detailed in course syllabi, set clear expectations for student presence, punctuality, and participation to support academic success. Students should carefully review each course syllabus for the applicable attendance policy. Attendance may also be required at program-related activities and engagements, at the discretion of the GPHN Program Director.

## 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 a health 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 probation and/or with a 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. The [Modified Operations policy](#) can be located on O<sub>2</sub>.

## 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 attend in-person activities, such as rotations or class, if 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 in-person classes at OHSU, this will be communicated on the OHSU Alert Line (503-494-9021), the [O2 website](#), and by the instructor and/or GPHN Director. In most cases, in-person classes impacted by inclement weather will be held remotely. If inclement weather affects a rotation day for those in the DI, MSHN/DI or MSFSS/DI, 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.

## EMERGENCY PREPAREDNESS

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

## DURING ROTATIONS

Students completing rotations as part of the DI should comply with established policies and practices at each rotation site should an emergency occur while at a site. Should a student become ill or have an accident while at a rotation site, the preceptor for that student must be informed and should assist with the medical emergency as needed. Preceptors will also assist with site-specific reporting procedures in the event of an accident or injury. Then, the preceptor or student will notify the Dietetic Internship Director. The Dietetic Internship Director will make arrangements as dictated by the problem and guide the student through the OHSU reporting process, which includes notifying the [OHSU Risk Management Office](#) and reporting the incident through the [Worker and Student Injury Reporting System \(WSIRS\)](#).

## 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.

## HOUSING

OHSU does not offer on-campus 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](#).

## 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.

#### ADDITIONAL EXPENSES (ESTIMATED)

Academy of Nutrition and Dietetics Student Membership <i>Required for all students enrolled in the DI, MSHN/DI, MSFSS/DI or MSHN</i>	\$58.00
ServSafe Manager Certification Course and Exam or Oregon Food Handler's Card <i>Required for all students enrolled in the DI, MSHN/DI or MSFSS/DI</i>	\$179.00
Basic Life Support for Healthcare Providers course <i>Required for all students enrolled in the DI, MSHN/DI or MSFSS/DI</i>	\$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 required for transportation to and from rotation sites.</i>  <i>Required for all students enrolled in the DI, MSHN/DI or MSFSS/DI</i>	\$2,000.00
Textbooks (approximate)	\$300.00
Official Transcripts for CDR Verification for RDN Exam (approximate)  <i>Required for all students enrolled in the DI, MSHN/DI or MSFSS/DI</i>	\$20.00
Application for Graduation	\$60.00
Laptop computer, webcam, microphone, high-speed internet, and printer	\$2,000
<b>Total (does not include tuition and fees)</b>	<b>\$13,710</b>

#### PARKING & TRANSPORTATION FEES

Parking at OHSU is extremely limited and can be expensive. Students are encouraged to use alternate forms of transportation when commuting to and from the OHSU campus. Students may ride the 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

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

**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).

**Graduate Programs in Human Nutrition Scholarships** are available to students in the MSHN, MSFSS, and DI programs. This scholarship is based on financial need and is typically between \$2,500 to \$6,000.

**Be Midge's Hero** scholarships are awarded in honor of the late Midge Steuber to 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. Award amount varies but is typically between \$2000-\$2500.

**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 in Oregon or elsewhere (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 these awards if eligible.

## SCHOLARSHIPS, AWARDS, TRAINEESHIPS, AND FELLOWSHIPS FOR STUDENTS IN A DI PROGRAM

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 website](#).

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.

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.

## 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 required courses with the prefix of NUTN and FSS for the DI, MSHN, and MSFSS programs. A student receiving a non-passing grade may be permitted to remediate portions of the course instead of repeating the course in its entirety when the faculty of record and/or the academic program has determined that a student has not passed certain required components, but has passed other required components. The specific courses that allow and/or require remediation, and the maximum course letter grades for remediated courses will be determined by the instructor offering those courses.

### ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means acting in a way that is honest, fair, transparent, and ethical in one's academic work. This commitment includes completing all assignments as one's own work, neither giving nor receiving unauthorized assistance, and properly attributing all sources, ideas, and thoughts of others.

## 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. However, the use of AI without proper attribution or permission constitutes plagiarism. Content generated with Gen-AI is not considered original, so it must be acknowledged as borrowed ideas, images, or wording. Any use of Gen-AI must be acknowledged appropriately as required by a course instructor and/or your thesis or capstone advisor. Failing to appropriately attribute the use of

Gen-AI in submitted work may be cause for academic review, with consequences including remediation of the assignment, failure of the course, or dismissal.

### COURSE-SPECIFIC GUIDELINES

Individual instructors may have specific instructions regarding the use of AI in their course. Please refer to the course syllabus for specific instruction.

### PROHIBITED USE

Students may not use AI to complete entire assignments, take exams, or produce work claimed to be entirely student-created.

### 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. Additional meetings may be requested by the student or the director/associate director as desired.

Master's students will meet with the master's program faculty regularly to discuss program progression, courses, elective credits, and thesis or capstone progress. Additional meetings may be scheduled as needed to comply with Graduate Studies policies, to support graduate students, and to facilitate efficient progress toward 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, with the instructor's permission and the permission of the GPHN Director.

Students in the DI, MSFSS/DI, or MSFSS 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 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 elective and/or required courses and thesis or capstone work.

## APPLICATION FOR GRADUATE CERTIFICATE OR DEGREE

### MSHN AND MSFSS PROGRAMS

The [Program Requirements Guides](#) list the graduation requirements for all degrees and certificates at OHSU. To earn a degree or certificate, students must meet the requirements in effect when they started the program. For a degree or certificate to be awarded with the graduation date of a given term, the student must complete all coursework required for the degree by the end of that term. Students with outstanding requirements (i.e., have been granted an extension by Graduate Studies) must complete all work by the second Friday after the end of the term, including but not limited to: finalizing incomplete or in progress grades at OHSU; remediating a course at OHSU; completing the final steps for submitting a thesis or capstone; or completing a course at another institution. Proof of completion of those requirements (e.g., transcripts, or other documentation) must be received by the fourth Friday after the end of the term. The OHSU Application for Degree form must be completed online through the Student Information System (SIS) one term before the student expects to graduate. From the date of matriculation, students in the MSHN or MSFSS program have six years to complete the degree, 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](#).

### DI, MSHN/DI, AND MSFSS/DI PROGRAMS

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 at least 1056 hours of planned experiential learning. 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/DI or MSFSS/DI 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](#).

## FAILURE TO MAINTAIN GOOD ACADEMIC STANDING

Maintaining good academic standing includes meeting minimum degree requirements, making satisfactory 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 but not limited to remediating coursework.

For students who receive a academic 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, the notification 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 academic and/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.

## SUSPENSION AND 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.

## SUSPENSION AND DISMISSAL PROCEDURE

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

## STUDENT GRIEVANCES

In accordance with [OHSU Policy 02-30-055, Student Grievance and Appeal](#), students have an opportunity to resolve issues and conflicts relating to their role as a student, activities within a school/program, or decisions made on the basis of any policies or procedures thought to be unfair. Student concerns that are within the responsibility of another OHSU department, such as concerns regarding prohibited discrimination or harassment, will be referred to the

appropriate OHSU Office. Students may not grieve assigned grades, or their academic status, including but not limited to academic probation or disciplinary actions.

[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.

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-notices-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 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.

### 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 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 provide feedback efficiently and anonymously 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](#).

## STUDENT EMPLOYMENT

OHSU employees pursuing a degree or certificate within OHSU, and OHSU students seeking employment from OHSU shall notify their employment supervisor and program director of their Academic Program to ensure the activity does not impact either their employment schedule or educational activities and to minimize potential conflicts of interest. For more information, see [OHSU Policy 03-30-145, OHSU Employees as Students.](#)

## 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.). Fellow students, faculty, staff, preceptors, and patients can perpetrate it.

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.

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*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 \(CDI\)](#).*

## 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 requires instructors to deliver course content using one mode of delivery, only, either in-person or remotely. 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. Most courses offered by the GPHN for students enrolled in the DI or MSHN programs are offered in-person. All courses associated with the MSFSS program are offered online, primarily in an asynchronous format.

To promote active, participatory learning in synchronous 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.

*For synchronous course sessions, students will be asked to turn on their cameras during instruction to verify the identity of the student. It is expected that students will 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. Students' identification is also verified through OHSU's use of Duo Security for multi-factor authentication.*

## STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) governs access to student education records. 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, they must use an up-to-date, vendor-supported operating system (Apple or Windows).

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](#).

## TWO-STEP AUTHENTICATION

Two-step authentication (also called multi-factor authentication) is required to login to certain OHSU systems from outside the OHSU-Secure wireless network. OHSU uses Duo Mobile for two-step authentication.

## 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 in the 3030 Moody building, Room 245. Computers, a printer, refrigerator, and microwave are 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 color printer on the fifth 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](#) 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.

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.

## 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.

## 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).

## 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 LEARNER 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 Learner Diversity and Inclusion collaborates with schools and other programs or departments to provide the following services. Please visit the website for the [Center for Learner 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](#).

## PUBLIC SAFETY

The [Department of Public Safety](#) is dedicated to assisting all members of the OHSU community whenever possible. Public Safety maintains a comprehensive communicationscenter (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.

## 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](#), and this handbook serve as guides for conduct at all times. Preceptors, mentors, faculty, and staff will continually assess student professionalism. Appropriate behavior is a key 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

The Graduate Council approved this policy 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 students in the DI, MSHN/DI, MSFSS/DI, and MSHN programs must maintain membership in the Academy of Nutrition and Dietetics and are, therefore, bound to the professional Code of Ethics.

### 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 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 have 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 always maintain a professional demeanor. 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 always worn 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 hygiene 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 and give professional presentations. While not required, students are encouraged to explore professional writing experiences, such as authoring articles for professional newsletters or the OHSU School of Medicine student blog. Presentation opportunities exist for students at OHSU and other venues such as local and national conferences. 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 mentors for our program, 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 from the DI, MSHN/DI, or MSFSS/DI programs. 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

The DI is a full-time 9-month (three term) 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) or a Foreign Dietitian Education (FDE) program.

The Program Requirements Guide lists the graduation requirements for the DI. To earn a degree or certificate, students must meet the requirements in effect when they started the 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 Oregonians and individuals living throughout the United States. We foster the pursuit of excellence in dietetic interns through the provision of a wide array of experiences in professional leadership and practice to be carried forward into their careers as Registered Dietitian Nutritionists.

### LEARNING OBJECTIVES

The learning objectives of the dietetic internship graduate certificate program 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	18 credits
 IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit
<b>TOTAL</b>	<b>22 Credits</b>

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

### 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.

## 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.

## 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 approximately 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.

*During supervised practice rotations, students are considered interns and should not be used to replace employees.*

## 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 postponing 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](#).

## ALTERNATE PRACTICE SITE

Alternate supervised practice experiences include simulations, case studies, role-play activities, and projects. These experiences are completed as part of the NUTN 501 course series, and hours are documented in Exxat. Students complete approximately 144 hours of alternate supervised practice.

## PRIOR LEARNING EXPERIENCE

The OHSU DI Program does not grant credit for prior learning experience.

## 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 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 AND TRANSPORTATION FOR REQUIRED 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.

## 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.

## PROFESSIONALISM DURING ROTATIONS

Dietetic preceptors at OHSU and all our affiliated sites serve in this important voluntary educational role because of goodwill, 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 these generous practitioners. First and foremost, students should be prompt in all communications and meeting appointments, and in conducting all assignments. Some preceptors may be future employers. It is especially 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.

## EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS

The GPHN follows guidelines made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding exposure to infectious and environmental hazards. It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) for use in a clinical setting (e.g., disposable gloves, masks, gowns, eye protection, etc.) unless otherwise specified by the GPHN. It is the responsibility of the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities. It is the responsibility of the student to use the PPE provided, and to follow the instructions given, to minimize the risk of infection by or transmitting any infectious diseases.

## PROCEDURES FOR CARE AND TREATMENT AFTER EXPOSURE

Students are expected to familiarize themselves with each clinical site's specific policies regarding standard precautions. Students on supervised clinical experiences (rotations, mentoring, etc.) should follow advice for health care workers in determining whether they may report to a clinical site when ill. For non-OHSU sites, please seek guidance from appropriate clinic or institutional resources.

Students exposed to an infectious disease (through needle stick, bodily fluids, etc.) at an OHSU clinical site should follow the protocols established by Student Health and Wellness (SHW). Following such exposure, students are required to notify SHW at 503-494-8665 to solicit additional advice regarding follow-up. Further, students should report exposures through the Worker and Student Injury Reporting System.

Students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) at a non-OHSU clinical site should follow the local institutional policies for reporting. Following such exposure, students are required to notify SHW at 503-494-8665 to solicit additional advice regarding follow-up.

Students are required to notify the Dietetic Internship and Associate Dietetic Internship Directors by phone or e-mail and report on the exposure, including the date, and confirmation that the procedures above have been initiated.

Blood and Body Fluid exposures that occur in an OHSU facility in the Portland area are managed by SHW at no cost. Students who have exposure outside of an OHSU facility should coordinate post-exposure care with that facility. When care is received outside of SHW, the student may need to utilize their own personal health insurance for billing purposes, and out-of-pocket costs may not be reimbursed. Students are not covered by workers' compensation. Students should contact SHW if they have any questions about how to receive post-exposure management for exposures that occur while performing their academic duties.

## PREVENTION - STANDARD PRECAUTIONS

Students should expect to participate in the care of patients with infectious diseases during their educational activities and will use standard precautions during all clinical activities. Students will follow standard precautions to avoid transmission of or infection from infectious diseases. Generally, the procedures will track those recommended by the Centers for Disease Control and Prevention and/or the Oregon Health Authority as specified by the clinical site.

Standard precaution practices are designed to protect healthcare professionals and reduce the risk of exposure to bloodborne pathogens and hazardous substances from both recognized and unrecognized sources. These precautions apply to all patient care and laboratory or clinical training experiences. Use of standard precautions is a mark of professionalism, and all faculty and students will utilize them in activities that present potential exposure to bloodborne pathogens and hazardous substances. Failure to do so may be grounds for disciplinary action.

## STANDARD PRECAUTIONS

In general, act as though any patient may have a potentially contagious disease. Use appropriate standard precautions if potentially coming in direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and possibly contaminated articles. Avoid direct contact and injury from all sharps and dispose of them in designated puncture-resistant containers directly after use. Hand hygiene is crucial in reducing the risk of transmitting infectious agents. Hand hygiene includes the use of soap and water as well as approved alcohol-based or chemical products for hand disinfection. CDC guidelines recommend use of an alcohol-based handrub for hand hygiene. There are circumstances in which use of soap and water is mandated, such as potential exposure to Clostridium Difficile. Practice hand hygiene frequently and thoroughly: After touching blood, bodily fluids, secretions, excretions, contaminated articles; immediately after removing gloves or any personal protective equipment and before and after any patient contact. If hands are visibly soiled or come in direct contact with blood, bodily fluids, secretions, excretions, contaminated articles or after caring for patients with known or suspected infectious diarrhea, soap and water should be used immediately.

## PERSONAL PROTECTIVE EQUIPMENT

Appropriate personal protective equipment (PPE) should be put on prior to patient care whenever risk of exposure is present, depending on job duties. Protective apparel should not be worn from one patient or activity to another and should be properly removed and disposed of after each use. Appropriate barriers include gloves, masks, and protective

clothing, depending on the clinical circumstance. Apparel and equipment protect skin and mucous membranes, especially the eyes, nose and mouth. Gloves are to be removed and disposed of after each use and should be used when handling blood, bodily fluids, secretions, or excretions, when touching mucous membranes, non-intact skin body orifices, or when touching contaminated articles or equipment. Masks include but are not limited to facial masks, goggles, and face shields. Protective clothing includes but is not limited to gloves, gowns, aprons, caps, and shoe covers. Masks and protective clothing should be worn for procedures and patient-care activities likely to generate splashes or sprays of bodily fluids or other hazardous material exposure. Masks and protective clothing should be worn when anticipated procedures and activities will cause contact of clothing and exposed skin with blood, bodily fluids, secretions, or excretions. Needles and Other Sharps

- Do not recap, bend or hand-manipulate used needles.
- Use safety resources when available, such as self-sheathing needles and/or needleless systems.
- All needles and other sharps are to be placed in a puncture-resistant container as soon as possible after use.

## SAFE HANDLING OF POSSIBLE CONTAMINATED ARTICLES OR SURFACES

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- All patient-care equipment, textiles and laundry should be handled in a manner that prevents the transfer of microorganisms to others and the environment; perform hand hygiene after handling.
- Dispose, clean, or disinfect all contaminated articles, equipment and materials in a safe manner prescribed by law and institutional policies.

## RESPIRATORY HYGIENE/COUGH ETIQUETTE

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- Cover mouth and nose with tissue when coughing or sneezing or by using the crook of the elbow.
- Use and dispose of tissues properly.
- Perform hand hygiene directly after hands have contact with respiratory secretions.
- Consider using a mask to prevent aerosol spread.
- Sit as far away from others as possible when coughing or sneezing.

### LATEX ALLERGY

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. Any student found to have a latex allergy must determine whether or not to continue with clinical training, acknowledging the risk of becoming ill even if reasonable precautions are taken, and accommodation is made. If the student should elect to continue in training, the student assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death.

## PROFESSIONAL LIABILITY INSURANCE

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OHSU is self-insured, and its policy includes both professional liability and general liability coverage. As stated in OHSU's Certificate of Insurance "Description of Operations..." in *- Coverage under this policy applies to OHSU Employees, Faculty, and students for activities conducted within the course and scope of their employment or assigned duties.* All OHSU students engaged in approved clinical placements are thus covered under OHSU's insurance policy.

## 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 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>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	
Clinical Nutrition	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	x	x	x	x	x	x	x	
NUTN 501A: Academic Foundations (1 cr)		x					x	x							x		x	
NUTN 501B: Transition to Clinical Nutrition (1 cr)	x	x		x			x							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
<b>NUTN 504: Supervised Practice Experience</b>														
Food Service/Management							x	x	x	x	x	x	x	x
Community Nutrition/Public Health	x		x	x		x	x	x	x	x	x	x		
Clinical Nutrition	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
NUTN 501A: Academic Foundations (1 cr)														
NUTN 501B: Transition to Clinical Nutrition (1 cr)	x	x	x	x	x	x				x				
NUTN 501C: Transition to Professional Practice (1 cr)														

Rotations	CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	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
NUTN 504: Supervised Practice Experience																		
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
NUTN 504: Simulation Experience																		
Learning Activities	x	x	x	x	x	x	x	x	x	x			x			x		x
NUTN 501A: Academic Foundations (1 cr)										x	x				x			
NUTN 501B: Transition to Clinical Nutrition (1 cr)				x							x			x		x		x
NUTN 501C: Transition to Professional Practice (1 cr)			x			x	x	x			x	x	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. The [Program Requirements Guide](#) lists the graduation requirements for the MSHN. To earn a degree or certificate, students must meet the requirements in effect when they started the 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 Focused Physical Examination to identify physical signs and symptoms of nutrition-related disease in patients and communicate these findings to the health care 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 and cultural biases while applying the principles of social justice and equity.
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 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 environment 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>

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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. 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. The Program Requirements Guide lists the graduation requirements for the MSFSS. To earn a degree or certificate, students must meet the requirements in effect when they started the 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 and Contexts in Food Systems and Society	4 credits
FSS 502: Academic Foundations	1 credit
FSS 503: Critical Text-based Research	1 credit
FSS 504: Capstone Preparation	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 and Society	4 credits
FSS 580: Scholarship and Social Change	4 credits
FSS 598-A: Capstone 1	5 credits
FSS 598-B: Capstone 2	5 credits
FSS 598-C: Capstone 3	4 credits
FSS 598-D: Capstone Continuation	2 credits, if applicable
<b>TOTAL</b>	<b>50 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 Student Handbook
- Graduate Studies Policies & Guidelines
- Academic Regulations for the School of Medicine Graduate Programs
- 2025-2026 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 2025-2026 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 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 2025-2026 GPHN Student Handbook:

### 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 immediately by phone, text, and e-mail. I will be held responsible for all information and skills presented during my absence.

### 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 to the DI, MSHN/DI, or MSFSS/DI program, 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.

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/2025-05/Academic%20Regulations%20for%20the%20School%20of%20Medicine%20Graduate%20Programs%20\\_April%2025%20%2B%20appendix.pdf](https://www.ohsu.edu/sites/default/files/2025-05/Academic%20Regulations%20for%20the%20School%20of%20Medicine%20Graduate%20Programs%20_April%2025%20%2B%20appendix.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/>

Generative AI: A Student's Guide

<https://libguides.ohsu.edu/aiforstudents>

Artificial Intelligence (AI)

<https://o2.ohsu.edu/information-technology-group/artificial-intelligence-ai>

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>