GRADUATE PROGRAMS
IN HUMAN NUTRITION

STUDENT HANDBOOK
2016-2017
TABLE OF CONTENTS

Introduction..........................................................................................................................5
Accreditation ..........................................................................................................................6
Faculty & Staff .........................................................................................................................6
Communication .......................................................................................................................7
 OHSU Email ..........................................................................................................................7
 Student Portal .......................................................................................................................7
 Computers & Printers ...........................................................................................................7
 Medford-Based Students ......................................................................................................8
 Copy Codes ..........................................................................................................................8
 Sakai .......................................................................................................................................8
 Box .......................................................................................................................................8
 BLUE Course Evaluations .....................................................................................................8
 Mail .......................................................................................................................................9
 OHSU Alert Line ...................................................................................................................9
 Student Records ..................................................................................................................9
 Academic Calendar .............................................................................................................10
 Year Overview .....................................................................................................................10
 Advising & Progress Reports ..............................................................................................10
 Assessment of Prior Learning .............................................................................................10
 Student Affairs ....................................................................................................................11
 Accessibility .........................................................................................................................11
 Absences ..............................................................................................................................11
 Missed Supervised Practice Hours .....................................................................................11
 Leave of Absence ................................................................................................................12
 Injury or Illness at a Supervised Practice Site ....................................................................12
 Inclement Weather .............................................................................................................12
INTRODUCTION

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

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

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

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

Mission Statement

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

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

The GPHN is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting body of the Academy of Nutrition & Dietetics (AND). ACEND exists to serve the public by establishing and enforcing quality standards for the educational preparation of dietetics practitioners, and by recognizing dietetics education programs that meet these standards. The OHSU Dietetic Internship Program submitted a Program Assessment Report in November of 2012 on behalf of the DI and MSDI and was granted continued accreditation in April of 2013. Our next self-study and site visit for continued accreditation is scheduled for 2017.

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

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

FACULTY & STAFF

GPHN Program Director & Dietetic Internship Director
Diane Stadler, PhD, RD, LD
Associate Professor of Medicine
Gaines Hall 203
503-494-0168
stadlerd@ohsu.edu

Master’s Program Director
Melanie Gillingham, PhD, RD, LD
Associate Professor of Med/Molecular Genetics
Gaines Hall 202 or Richard Jones Hall 4590
503-494-1682
gillingm@ohsu.edu

Master’s Program Coordinator & Instructor
Julie McGuire, MS, RD, LD
Gaines Hall 208
503-494-7839
mcguirju@ohsu.edu

Instructor
Jeri Finn, MS, RD, LD
Gaines Hall 204
503-494-0745
greenbej@ohsu.edu

Assistant Professor
Sandra van Calcar, PhD, RD, LD
Gaines Hall 216
503-494-5500
vancalca@ohsu.edu

Assistant Professor
Joyanna Hansen, PhD, RD, LD
Gaines Hall 214
503-494-4263
hansejo@ohsu.edu

Supervised Practice Coordinator
Sara Wilson Wolfe, MS, RD
Gaines Hall 204
503-494-0745
wolfes@ohsu.edu

Administrative Coordinator
Alexis Young
Gaines Hall 207
503-494-7596
younal@ohsu.edu
AFFILIATED FACULTY

Carol DeFrancesco, MALS, RD, LD
Senior Research Associate, OHSU
Instructor
defrance@ohsu.edu

Jessie Pavlinac, MS, RD, CSR, LD
Clinical Nutrition Manager, OHSU
Instructor, NUTN 515
pavlinac@ohsu.edu

Joy Dyball, MS, RD, LD
Systems Redesign Coordinator
VA Portland Health Care System
Instructor, NUTN 513
Joy.Petterson@va.gov

Joanna Cummings, MS, RD
Coordinator & Instructor, OHSU Global SE Asia
Lao-American Nutrition Institute
Vientiane, Lao
Cummijoa@ohsu.edu

Jackie Shannon, PhD, RD
Associate Director, OCTRI
Director, Integrated Program in Community Research
Public Health & Preventive Medicine
shannoja@ohsu.edu

Mike Lasarev, MS
Research Associate, OHSU
Statistics Consultant
lasarevm@ohsu.edu

Laura Zeigen, MPH, MLIS, MA
Assistant Professor, OHSU
Liaison Librarian
zeigenl@ohsu.edu

Elizabeth Adams, PhD, RD, LD
Assistant Professor, OHSU
MCH & LEND Supervisor
adamse@ohsu.edu

COMMUNICATION

OHSU EMAIL

All students are issued an OHSU email account and are expected to use this email account for all correspondence relating to the program. Students should check this email account daily at the minimum and respond to email requests as soon as possible.

STUDENT PORTAL

The Student Portal serves as a central portal for information pertaining to OHSU, academics, student life, and program news. It contains a wealth of program-related material and links to commonly used sites. It is highly recommended that students check this portal frequently or subscribe to the RSS feed for email updates.

COMPUTERS & PRINTERS

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

Several specialized software programs are available to students on the computers in the student office (GH Room 212). Programs include STATA, Prism, and ESHA Food Processor.
Acceptable use of GPHN printers: The GPHN provides printers for student use as a courtesy only, these printers are not meant to be a student’s primary print source. The bulk of printing should be done on the student’s own printer.

MEDFORD-BASED STUDENTS

Students placed in Medford must have access to high speed internet and a computer with a microphone and camera to participate in classes remotely. Students placed in Medford will utilize Jabber and Acano via OHSU’s EdComm Department to connect to and participate in classes and other program-related activities.

COPY CODES

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

SAKAI

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

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

BOX

Students have access to Box.com, OHSU’s preferred cloud storage system. It works like other cloud storage systems including Dropbox, Google Drive and Microsoft’s OneDrive, but with added protections in place for OHSU confidential and restricted data or protected health information. It can also bridge the gap between Apple and Microsoft operating platforms. Box operates independently from any one system, which makes sharing and syncing documents easy. Students can utilize Box by visiting ohsu.box.com and entering their OHSU network credentials.

Prior to graduation, students must make OHSU collaborators, such as research mentors, owners of the shared folders as all student Box accounts are closed after graduation.

BLUE COURSE EVALUATIONS

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

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

MAIL

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

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

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

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

All students placed in Portland will have a mailbox in the student office (Gaines Hall, Room 212). We will forward program-related mail to students placed outside of the Portland Metro area.

OHSU ALERT LINE

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

STUDENT RECORDS

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

YEAR OVERVIEW

Students will be granted pre-scheduled leave during the year, which includes fall break, Thanksgiving Day and the day after Thanksgiving, winter break, spring break, and summer break (if applicable). Other holidays observed include Martin Luther King, Jr. day, Presidents’ day, Memorial day, 4th of July, 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.

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

ADVISING & PROGRESS REPORTS

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

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

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

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

ASSESSMENT OF PRIOR LEARNING

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

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

STUDENT AFFAIRS

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

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

ACCESSIBILITY

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

503-494-0082
TTY Relay 711
studentaccess@ohsu.edu

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

ABSENCES

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

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

MISSED SUPERVISED PRACTICE HOURS

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

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

LEAVE OF ABSENCE

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

For additional information, consult the Voluntary Leave of Absence & Withdrawal Policy.

INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE

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

INCLEMENT WEATHER

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

TRANSPORTATION

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

**Travel Liability Statement**

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

## EXPENSES

### TUITION & FEES

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

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

### ADDITIONAL EXPENSES (ESTIMATED)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check (approximate)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Fee is based on current and previous states of residency. The GPHN or OHSU may reimburse a portion of this fee. Please keep all receipts.</td>
<td></td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics Student Membership</td>
<td>$64.00</td>
</tr>
<tr>
<td>Required for all students enrolled in the DI, MSHN and MCD with the GPHN</td>
<td></td>
</tr>
<tr>
<td>ServSafe Manager Certification (DI and MSDI only)</td>
<td>$140.00</td>
</tr>
<tr>
<td>Basic Life Support for Healthcare Providers course</td>
<td>$90.00</td>
</tr>
<tr>
<td>Graduation Regalia (approximate)</td>
<td>$40.00</td>
</tr>
<tr>
<td>For DIs only. Cost covered for Master’s students by the Graduate Studies Office.</td>
<td></td>
</tr>
</tbody>
</table>
### PARKING & TRANSPORTATION FEES (OPTIONAL)

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

### SCHOLARSHIPS AND AWARDS

The Academy of Nutrition and Dietetics Foundation offers a variety of scholarships. Award details and eligibility requirements may be found on the [AND Foundation’s scholarship site](#).

The [Oregon Academy of Nutrition and Dietetics](#) typically offers a modest award to an Oregon student(s). Students are nominated by their program faculty and cannot nominate themselves for these awards. To be eligible for certain student awards, the student must be a member of the Oregon AND affiliate. To become a member, change the state affiliation with the Academy of Nutrition and Dietetics.

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

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

### 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 Code of Ethics](#), and this handbook serve as guides for conduct at all times. Student
professionalism will be assessed continually by preceptors, faculty, and staff. Appropriate behavior is an important component to student success.

FORMS OF ADDRESS

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

CONFERENCES

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

PUBLICATIONS & PRESENTATIONS

One way to forge a professional name for oneself is to write for publication. While not required, students are encouraged to explore professional writing experiences, such as writing articles for professional newsletters or the OHSU School of Medicine student blog. Presentation opportunities exist for students at a Portland Academy of Nutrition & Dietetics (PAND) meeting, the Oregon Academy of Nutrition & Dietetics (OAND) conference and the OHSU Research Week’s poster sessions for posters developed in conjunction with NUTN 514 or thesis/capstone work or community outreach projects.

APPEARANCE & ID BADGE

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

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

SUPERVISED PRACTICE

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

A significant portion of a student’s grade for supervised practice is based on the preceptors’ assessment of professional attributes, as well as the student’s ability to demonstrate competencies. Please remember that knowledge and professional attributes are assessed independently and students must demonstrate competence in both areas.

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

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

**ETHICS**

**ACADEMY OF NUTRITION & DIETETICS (AND) CODE OF ETHICS**

The AND and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners and members of the AND have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.

**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. The OHSU Code of Conduct can be found on the OHSU website.

**PROFESSIONAL CONDUCT POLICY FOR GRADUATE PROGRAMS OF THE SCHOOL OF MEDICINE**

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

**STUDENT GRIEVANCES**

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

Complaints related to supervised practice should first be addressed with the preceptor. If unable to resolve the issue with the preceptor, the student should contact the Supervised Practice Coordinator. If the issue is not resolved by the Supervised Practice Coordinator, then the DI Director may be involved. Students in the DI and MSDI may submit complaints directly to ACEND only after all other options with the program and institution have been exhausted.

**ELECTIVES**

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

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

**INTERPROFESSIONAL EDUCATION (IPE)**

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

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

**APPLICATION FOR GRADUATE CERTIFICATE OR DEGREE**

To be eligible to graduate with a graduate certificate or degree, the student must maintain a minimum cumulative 3.0 GPA, pass all required courses with a grade of C or above, complete the required minimum number of credits, complete all planned supervised practice experiences, which may exceed 1200 hours (if applicable), and finish all thesis or capstone requirements (if applicable), including depositing the thesis with the OHSU library. The Application for Degree form must be submitted to the Graduate Studies office one term before the student’s
expected graduation. From the time of matriculation, students have six years to complete the graduate degree or certificate requirements, unless granted a leave of absence.

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

**ELIGIBILITY FOR REGISTERED DIETITIAN EXAM**

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

Verification Statements are signed by the DI Director after the student has met all competencies for NUTN 504, met all professional attributes described on the professionalism evaluation form, completed at least 1200 hours of supervised practice rotations through all scheduled supervised practice rotations, passed all required courses with a grade of “C” or better and maintained an overall grade point average of 3.0 or higher.

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

For MSDI students, Verification Statements will not be signed until the MS degree is conferred by OHSU. Degrees are not conferred by OHSU until the end of the term in which the student completed their degree requirements. Instructions for ordering an official OHSU transcript can be found on the Registrar’s website at [Order Official Transcripts](#). When ordering an official transcript for RDN exam eligibility, select the option to have the transcript sent only after the degree is conferred.

**ALUMNI**

The GPHN tries to cultivate relationships with our graduates to further job leads, gain preceptors for our program, mentors for community outreach projects, or any other opportunities that become available. Plus, we like to celebrate the accomplishments of our graduates! We ask that graduates keep us apprised of current email addresses and, when the time comes, take a moment to respond to the brief electronic survey.

**ALUMNI SURVEYS**

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

DIETETIC INTERNSHIP

MISSION

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

LEARNING OBJECTIVES

After completing the DI, students will be able to:

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

Program goals and objectives are available on the GPHN website.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTN 500 Community Outreach Project</td>
<td>1-2</td>
</tr>
<tr>
<td>NUTN 504 Supervised Practice</td>
<td>21</td>
</tr>
<tr>
<td>NUTN 510 Public Health Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTN 511 Pathophysiology and Medical Nutrition Therapy</td>
<td>3</td>
</tr>
<tr>
<td>NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy</td>
<td>3</td>
</tr>
<tr>
<td>NUTN 513 Food Service and Clinical Management</td>
<td>2</td>
</tr>
<tr>
<td>NUTN 514 Nutrition Research and Scientific Communication</td>
<td>3</td>
</tr>
<tr>
<td>NUTN 515 Case Studies in Advanced Medical Nutrition Therapy</td>
<td>2</td>
</tr>
<tr>
<td>IPE 501 Foundations of Patient Safety and Interprofessional Practice</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>39-40</strong></td>
</tr>
</tbody>
</table>

AREA OF CONCENTRATION

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

- CRD 1.3 - Justify programs, products, services and care using appropriate evidence or data
- CRD 2.2 - Demonstrate professional writing skills in preparing professional communications
- CRD 2.5 - Demonstrate active participation, teamwork and contributions in group settings
- CRD 2.8 - Apply leadership skills to achieve desired outcomes
- CRD 2.9 - Participate in professional and community organizations
- CRD 3.3 - Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
- CRD 4.10 - Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

Our concentration in Community Outreach builds upon several of ACEND’s required core competencies, as well as the following concentration-specific competencies:

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

**SUPERVISED PRACTICE – NUTN 504**

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

As a professional courtesy and to ensure there is sufficient time to arrange these plans, we mandate that students contact each preceptor at least two weeks in advance of each scheduled rotation. Failure to contact and make arrangements with a preceptor may result in a cancelled rotation. It is very difficult to reschedule rotations once schedules are finalized for the class, and all students must obtain a minimum of 1,200 hours of supervised practice to graduate and become eligible for the RDN exam. Making up these hours may interfere with break plans and/or delay a student’s date of graduation. Students may exceed the 1,200 hours as graduation approaches; however, all supervised practice experiences must be completed regardless. Students are not allowed to rearrange their supervised practice schedules without the knowledge or the approval of the Supervised Practice Coordinator. More information on missed hours can be found [above](#).
Some assignments and special projects required by preceptors may need to be completed during evenings or weekends. Rotation schedules may change at any time based on preceptor availability or other extenuating circumstances. The Supervised Practice Coordinator will inform students of any changes as soon as she is made aware of the issue.

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

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

**AFFILIATED PRACTICE SITES**

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

- OHSU
- VA Portland Health Care System (VAPORHCS, both Portland and Vancouver campuses)
- Legacy (Emanuel, Good Samaritan, and Salmon Creek)
- Providence (St. Vincent, Portland, Milwaukie, Willamette Falls, Mt. Angel)
- Kaiser Sunnyside Medical Center
- Asante (Three Rivers Community Hospital and Rogue Regional Medical Center, Medford area)
- PeaceHealth Southwest Medical Center (Vancouver, WA)

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

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

**UNSATISFACTORY PERFORMANCE**

Preceptors evaluate the student’s performance in meeting specified competencies for supervised practice as defined by ACEND, as well as professional attributes using the assessment tools provided by the program. The Supervised Practice Coordinator assigns grades at the end of each term. Students who fail to meet required competencies and/or professionalism attributes, will be assessed on a case-by-case basis by the Supervised Practice Coordinator and preceptor(s) and the DI Director to discuss remedial performance plans.
If a student fails to meet an acceptable level of competencies and professionalism attributes, the following steps will be taken:

1. The Supervised Practice Coordinator and/or DI Director will meet with the preceptor(s) that indicated the student’s failure to meet one or more competencies.
2. The Supervised Practice Coordinator will meet with the student and will, with the preceptor’s input and the DI Director, devise a plan for remediation.
3. The student will be required to follow the remediation plan and complete competencies at an acceptable level in order to progress to the next rotation.
   a. Two things can occur at this point:
      i. The student passes the competencies and advances to the next rotation.
      ii. The student fails to meet competencies and the DI Director will place the student on academic probation.

If a student is placed on probation for unsatisfactory performance, a disciplinary plan will be developed with the student, the preceptor(s), the Supervised Practice Coordinator and the DI Director. Termination from the program will be recommended if the student is not able to successfully complete the plan under the agreed upon conditions.

A student unable to move to good standing may choose to withdraw from the program. The guidelines for Voluntary Withdrawal from the Graduate Program are found in the Graduate Council By-Laws.
COMBINED MASTER OF SCIENCE IN HUMAN NUTRITION/DIETETIC INTERNSHIP

MISSION

The combined Master of Science in Human Nutrition/Dietetic Internship (MSDI), formerly known as the Master of Science in Clinical Nutrition, prepares graduates to deliver evidence-based nutrition care and dietetics services to improve the health of Oregonians and individuals living throughout the United States. We foster the pursuit of excellence in dietetic interns through the provision of a wide array of experiences in professional leadership and practice to be carried forward into their careers as Registered Dietitians Nutritionists.

LEARNING OBJECTIVES

Graduates of the MSDI program are able to:

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

Program goals and objectives are available on the GPHN website.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTN 500 Community Outreach Projects</td>
<td>1</td>
</tr>
<tr>
<td>NUTN 503 Thesis</td>
<td>6 credits, minimum</td>
</tr>
<tr>
<td>NUTN 504 Supervised Practice Rotations</td>
<td>21</td>
</tr>
<tr>
<td>NUTN 505 Reading &amp; Conferences</td>
<td>1</td>
</tr>
<tr>
<td>NUTN 507 Seminar</td>
<td>1</td>
</tr>
<tr>
<td>NUTN 510 Public Health Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>
NUTN 511 Pathophysiology and Medical Nutrition Therapy 3 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy 3 credits
NUTN 513 Food Service and Clinical Management 2 credits
NUTN 514 Nutrition Research and Scientific Communication 3 credits
NUTN 515 Case Studies in Advanced Medical Nutrition Therapy 2 credits
NUTN 516 Nutrition Physical Examination and Lab 3 credits
NUTN 517 Laboratory Methods in Nutrition 3 credits
NUTN 521 Energy Metabolism 3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism 3 credits
NUTN 527 Nutritional Epidemiology 3 credits
PHPM 524 Introduction to Biostatistics 4 credits
PHYS 510 Physiology 7 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice 1 credit
Electives 9 credits, minimum
TOTAL 82 credits, minimum

**THESIS**

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

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>Thesis project &amp; mentor selection</td>
<td>Develop background section</td>
</tr>
</tbody>
</table>
MASTER OF SCIENCE IN CLINICAL NUTRITION

This degree track is for those who either have the RDN credential or who are eligible to sit for the RDN exam. The following degree requirements pertain to the class entering in the summer of 2016. Students applying for this program who matriculate in the summer of 2017 will follow a revised curriculum for the Master of Science in Human Nutrition.

MISSION

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

LEARNING OBJECTIVES

After completing the MSCN, students will be able to:

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

REQUIRED COURSES

- NUTN 503 Thesis 6 credits, minimum
- NUTN 505 Reading & Conference 2 credits
- NUTN 507 Seminar 2 credits
- NUTN 514 Nutrition Research and Scientific Communication 3 credits*
- NUTN 516 Nutrition Physical Examination 4 credits

GPHN Student Handbook 2016-17 | 26
NUTN 517 Laboratory Methods in Nutrition 3 credits
NUTN 521 Energy Metabolism 3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism 3 credits
PHPM 524 Introduction to Biostatistics 4 credits
PHYS 510 Physiology 6 credits
CONJ 650 The Practice and Ethics of Science 1 credit
IPE 501 Foundations of Patient Safety and Interprofessional Practice 1 credit
Elective/Independent Study 8 credits, minimum*

TOTAL 46 credits

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

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

THESIS

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

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

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

GPHN Student Handbook 2016-17 | 27
MASTER OF CLINICAL DIETETICS

This degree track is for those who either have the RDN credential or who are eligible to sit for the RDN exam. The following degree requirements pertain to the class entering in the summer of 2016. Students applying for this program who matriculate in the summer of 2017 may follow a revised curriculum.

MISSION

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

LEARNING OBJECTIVES

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

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

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTN 506</td>
<td>Capstone</td>
<td>6</td>
</tr>
<tr>
<td>NUTN 505</td>
<td>Reading &amp; Conferences</td>
<td>2</td>
</tr>
<tr>
<td>NUTN 507</td>
<td>Seminar</td>
<td>2</td>
</tr>
<tr>
<td>NUTN 516</td>
<td>Nutrition Physical Examination</td>
<td>4</td>
</tr>
<tr>
<td>NUTN 521</td>
<td>Energy Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>NUTN 522</td>
<td>Antioxidant, Bone, and Protein Metabolism</td>
<td>3</td>
</tr>
<tr>
<td>PHPM 524</td>
<td>Introduction to Biostatistics</td>
<td>4</td>
</tr>
</tbody>
</table>
PHYS 510 Physiology  
CONJ 650 The Practice and Ethics of Science  
IPE 501 Foundations of Patient Safety and Interprofessional Practice  
Elective/Independent Study  

TOTAL  

6 credits  
1 credit  
1 credit  
14 credits*  
46 credits, minimum

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

CAPSTONE

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

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

APPENDIX A: COURSE DESCRIPTIONS

The following table shows the planned course offerings for the 2016-2017 academic year. Courses are subject to change. **BOLD** indicates courses for the Dietetic Internship; **ITALIC** indicates additional courses for first-year MSDI students (or DI student who are interested in continuing on to the MSDI); **STARRED** courses are electives. NUTN 503 (Thesis credits) or NUTN 506 (Capstone credits) may be taken any term in which thesis or capstone work is conducted.

<table>
<thead>
<tr>
<th>Summer 2016</th>
<th>Fall 2016</th>
<th>Winter 2017</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Block</td>
<td>B Block</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTN 507</td>
<td>NUTN 502</td>
<td>NUTN 503</td>
<td>NUTN 504</td>
</tr>
<tr>
<td>NUTN 517</td>
<td>NUTN 507</td>
<td>NUTN 505</td>
<td>NUTN 504</td>
</tr>
<tr>
<td>NUTN 521</td>
<td>NUTN 510</td>
<td>NUTN 507</td>
<td>NUTN 507</td>
</tr>
<tr>
<td>NUTN 513</td>
<td>NUTN 514</td>
<td>NUTN 511</td>
<td>NUTN 511</td>
</tr>
<tr>
<td></td>
<td>NUTN 514</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONJ 650</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHPM 524</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUTN 500</td>
<td>NUTN 504</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUTN 530*</td>
<td>NUTN 512</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHY 510</td>
<td>NUTN 515</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NUTN 516</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NUTN 527</td>
</tr>
</tbody>
</table>

NUTN 500 – COMMUNITY OUTREACH PROJECTS

1 credit

Instructor: Carol DeFrancesco, MALS, RD, LD

Topic/format: Mentored team based projects

NUTN 502 – INDEPENDENT STUDY

Credits variable, all terms

Instructor: Varies

Topic to be determined by student’s course of study

NUTN 504 – SUPERVISED PRACTICE ROTATIONS
Credits: 3, summer term; 6 credits per term, fall/winter/spring terms

Instructor: Sara Wilson Wolfe, MS, RD

Supervised Practice provides students with experience in community, food service management, clinical, and advanced practice settings. Students practice and apply principles and skills in dietetics and nutrition to real situations under the guidance of professionals in the field. Student choice rotations take place in spring term. Evaluations by preceptors follow competencies defined by the Accreditation Council for Education in Nutrition and Dietetics. Supervised Practice occurs during summer and fall terms for public health and food service management; winter and spring terms focus on clinical rotations and clinical staff experience. Students are required to complete a minimum of 1200 hours of supervised practice over the course of the program.

**NUTN 505 – READING AND CONFERENCE**

1 credit

Instructor: Sandy van Calcar, PhD, RD, LD

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

**NUTN 507 – SEMINAR**

1 credit, winter term

Instructor: Diane Stadler, PhD, RD, LD

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

**NUTN 510 – PUBLIC HEALTH NUTRITION**

3 credits, fall term

Instructor: Jeri Greenberg, MS, RDN, LD

NUTN 510 provides an overview of public health nutrition, including a discussion of key nutrition assistance programs, and several local, county and state agencies and organizations aimed at improving the health of Oregonians. The course also explores best practices in nutrition education and counseling, including theories of behavior change and the use of motivational interviewing.
NUTN 511 – PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY

3 credits, winter term

Instructor: Julie McGuire, MS, RDN, LD

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

NUTN 512 – ADVANCED PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY

3 credits, spring term

Instructor: Julie McGuire, MS, RDN, LD

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

NUTN 513 – FOOD SERVICE AND CLINICAL MANAGEMENT

2 credits, summer term

Instructor: Joy Dyball, MS, RD

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

NUTN 514 – NUTRITION RESEARCH AND SCIENTIFIC COMMUNICATION

3 credits, fall term

Instructors: Diane Stadler, PhD, RD, LD

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

NUTN 515 – CASE STUDIES IN ADVANCED MEDICAL NUTRITION THERAPY
Students research and present a case study that demonstrates the nutrition care process for a chosen disease with nutrition implications. Students select a patient during supervised practice and develop a case study presentation using evidence-based guidelines, incorporating pathophysiology, nutrition assessment, diagnosis, intervention, monitoring, and evaluation.

**NUTN 516 – NUTRITION PHYSICAL EXAMINATION**

4 credits, spring term

Instructor: Julie McGuire, MS, RDN, LD

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

**NUTN 517 – LABORATORY METHODS IN NUTRITION**

3 credits, summer term

Instructor: Melanie Gillingham, PhD, RD, LD

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

**NUTN 521 – ENERGY METABOLISM**

3 credits, summer term

Instructor: Sandy van Calcar, PhD, RD, LD

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

**NUTN 522 – ANTIOXIDANT, BONE, AND PROTEIN METABOLISM**
3 credits, fall term

Instructor: Joyanna Hansen, PhD, RD, LD

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

NUTN 527/627 – NUTRITIONAL EPIDEMIOLOGY

3 credits, spring term of odd years

Instructor: Joyanna Hansen, PhD, RD, LD

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

NUTN 530 – MATERNAL, INFANT, AND CHILD NUTRITION

3 credits, winter term of odd years

Instructor: Sandy van Calcar, PhD, RD, LD

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

NUTN 531 – SPORTS NUTRITION

2 credits, fall term of odd years

Instructor: Melanie Gillingham, PhD, RD, LD

This course will explore the metabolism of nutrients and nutritional needs for optimal human performance; specific recommendations for training and competition, and dietary guidelines for active individuals. Discussions will include current research findings concerning energy metabolism, fluid and electrolyte balance, vitamin-mineral supplementation, use of ergogenic aids, and exercise in extreme environments.
**NUTN 532 – NUTRITION FOR THE OLDER ADULT**

2 credits, winter term of even years

Instructor: Sandy van Calcar, PhD, RD, LD

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

**NUTN 533 – NUTRITIONAL GENOMICS**

2 credits, spring term of even years

Instructor: Joyanna Hansen, PhD, RD, LD

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

FORMS

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

Graduate Studies Form Submission Guidelines

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

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

GRADUATE STUDENT PROGRESS REPORT FORM

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

- Graduate Student Progress Report

PRIOR TO COLLECTING DATA

- Mentor/Advisor Assignment Form
  - NOTE: Students in the Master of Clinical Dietetics program only need to complete the Mentor/Advisor Assignment Form and Application for Degree Form.

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

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

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

- **Request for Oral Examination Form**
  - NOTE: must be signed by all oral defense committee members, and be submitted a minimum of four weeks prior to scheduled defense date

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

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

- **Application for Degree Form**
  - NOTE: submit to the Registrar one term prior to completing degree requirements

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

### DATA MANAGEMENT & ELECTRONIC THESIS BINDING

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

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

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

  OR

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

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

### GPHN THESIS PROPOSAL DEFENSE

After a student selects a thesis project, the student will develop a thesis proposal. This process typically occurs during the winter, spring and summer of their first year in the program.
The purpose of the proposal is to ensure a thorough literature review is conducted and the research plan (methodology) is acceptable to the student’s thesis advisory committee (TAC). The proposal includes a certificate of approval page, table of contents, introduction with a review of the literature, research aims and hypotheses, planned experimental procedures, and methods of evaluation (statistics), references and an evidence table. The following format should be used:

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

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

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

It is the responsibility of the student to keep the TAC informed as the thesis project progresses according to the TAC Guidelines. The student must schedule formal TAC meetings at least every six months for this purpose and
document the dates of TAC meetings on the Graduate Progress Form. TAC meeting summary reports must also be provided to the Master’s Program Coordinator.

**IMPORTANT:** Students are not to begin research activities until the proposal defense is completed and approved. In no case can research involving human or animal test subjects be initiated prior to approval.
This is to certify I have read the Master’s thesis proposal of

<Enter Student’s Name>

and approve the plan of research outlined herein

______________________________
<Chair’s Name> Date

______________________________
<Member’s Name> Date

______________________________
<Member’s Name> Date

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

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

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

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

CAPSTONE PROJECT GUIDE

A capstone project for the Master of Clinical Dietetics is an independent project that will be performed under the close supervision of the capstone advisor. Project possibilities include, but are not limited to:

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

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

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

For each credit of capstone in which you are enrolled, the faculty anticipates the student will spend 10-15 hours per week working on this project.
**PRELIMINARY: CHOOSE AN ADVISOR**

Before you enroll in capstone credit, choose an advisor for your capstone project. Discuss potential advisor and project topics with the Master’s Program Director. Meet with several potential advisors and discuss the project parameters. A capstone project should be focused on a specific and definable problem. Resources to implement a project should be readily available to the student and the potential advisor should be someone you can work with and is available to meet regularly about your project.

After you have selected an advisor and project for your capstone, complete a mentor/advisor assignment form and submit an outline of the project to the Master’s Program Director. The project and mentor assignment needs the Master’s Program Director’s approval before you begin.

**TERM 1: PROJECT DEVELOPMENT**

During the first one or two quarters of capstone credit, the student should work closely with the advisor, and possibly an advising committee, to fully develop the project. The student should write and introduction describing the problem, conduct a thorough review of the literature and summarize previous research on this topic, and describe their approach and methods to addressing the problem in detail. To complete these sections, the student should meet with the capstone advisor every two to four weeks to discuss the project and set goals for work progress over the next two to four weeks. The student should also schedule at least one full committee meeting during the quarter to present the project proposal and discuss the proposed plan with the entire committee.

If the project involves human subjects or data from human subjects, the project requires Institutional Review board (IRB) approval (as described above).

**TERM 2: PROJECT IMPLEMENTATION**

After IRB approval has been obtained and the advising committee has reviewed and approved the project approach, the student should implement the project during, The student should begin project activities as outlined in the methods and meet with the capstone advisor every two to four weeks to discuss the project and set goals for work progress over the next two to four weeks. The student should also schedule at least on full committee meeting during the quarter to present the project progress and address any issues that have arisen.

**TERM 3: PROJECT COMPLETION**

When the data has been collected or project completed, the student should move to completing the write-up of the project. The form of the write up should be agreed upon between the student and the advising committee and depends on the type of the project. This could be in the form of an article for a practice group newsletter, a short report/case report type of manuscript for publication or a program report to a school or nonprofit agency. The student should prepare tables and figures and a description of the results of the project. The final write up should include a discussion of the project’s outcomes, how the problem was addressed, and potential implications for practice and recommendations for the future. The student should meet regularly with the capstone advisor to review results and the final write-up. Once complete, the student should present the project to the public and the advising committee. After the presentation, the advising committee must sign the final capstone approval page to document the project has been successfully completed. If the project had IRB approval, it is the responsibility of the student to address any IRB issues such as closing the study.
## APPENDIX C: POLICIES & RESOURCES

### POLICIES

OHSU Policy Manual: Student Affairs  

Graduate Council By-Laws  

Codes of Conduct  
[http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm](http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm)  
[http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/profconductpolicy.pdf](http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/profconductpolicy.pdf)  
[http://www.eatright.org/codeofethics](http://www.eatright.org/codeofethics)

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

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

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

### RESOURCES

SOM Graduate Studies Handbook  

Sakai  
[https://sakai.ohsu.edu](https://sakai.ohsu.edu)

OHSU Library  
[http://www.ohsu.edu/xd/education/library/about/general-help.cfm](http://www.ohsu.edu/xd/education/library/about/general-help.cfm)

PSU Writing Center—Open to OHSU students and community members  

Academic Success and Support  
HANDBOOK VERIFICATION

I, ______________________, verify that

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

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

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

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

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

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

___________________________________________  ______________________________________
Signature                                           Date