

GRADUATE PROGRAMS
IN HUMAN NUTRITION

STUDENT HANDBOOK
2018-2019



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INTRODUCTION

The Graduate Programs in Human Nutrition (GPHN) at Oregon Health & Science University (OHSU) encompass the Dietetic Internship (DI) graduate certificate program and the Master of Science in Human Nutrition (MSHN) program. 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 MSHN degree is offered with a thesis or capstone option.

After establishing foundational knowledge in an undergraduate Didactic Program in Dietetics (DPD), students entering the GPHN engage in practical, competency-based learning and professional development in addition to didactic coursework. This manifests in the DI program as supervised practice hours in a nutrition/dietetics-related setting to build core competencies for a career as a Registered Dietitian Nutritionist (RDN). In the MSHN programs, students focus on research, statistics, and advanced critical thinking skills applicable to a nutrition/dietetics career. In the MSHN thesis-option, students, working under the guidance of a faculty mentor and their thesis advisory committee, 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 capstone option, under the supervision of their mentor, develop a project that addresses a question or problem of practical importance such as developing a test or education method, evaluating an intervention, curriculum, or protocol aligned with a particular agency or practice setting. Upon completion, the project is summarized in a written deliverable as well as an oral presentation in the form of a seminar to faculty, students, and the public.

This handbook lays out the basic roadmap for the four tracks in the GPHN, and describes program-specific missions, procedures, policies, and recommendations. As a part of the OHSU School of Medicine (SOM), the GPHN is governed by the [OHSU Code of Conduct](#), the School of Medicine (SOM) [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 B](#).

Mission Statement of the Graduate Programs in Human Nutrition

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

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

ACCREDITATION

The GPHN is accredited by the [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#), the accrediting body of the Academy of Nutrition and Dietetics. ACEND exists to serve the public by establishing and enforcing quality standards for the educational preparation of dietetics practitioners, and by recognizing dietetics education programs that meet these standards. At the July 2017 ACEND board meeting, the board voted to continue full accreditation of our program for a term of seven years ending December 31, 2024. The next accreditation review of our program by the ACEND board will be in 2024.

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

[Commission on Dietetic Registration](#)

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Chicago, Illinois 60606

Toll Free: 800-877-1600 Ext. 5500

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COMMUNICATION**OHSU EMAIL**

All students are issued an [OHSU email account](#) and are expected to use this email account for all correspondence relating to the program. Students should check this email account daily at the minimum and respond to email requests as soon as possible. If you receive any spam emails, forward the entire message to antispam@ohsu.edu.

NEXUS/CISCO MEETING

All students in the GPHN are required to download and have access to Nexus, a Cisco-based meeting platform. Information on Nexus and instructions for installation is provided by [Ed Comm](#). While there are multiple options to virtually connect with other students, we strongly encourage you to use Nexus to connect about any course-related work to ensure that your communication is in compliance with OHSU's Privacy Policies. Only Medford and Bend-based students, and students completing rural rotations, are allowed to use Nexus to connect to courses, unless permission is granted by the instructor for emergency situations or other approved reasons. Please refer to the course syllabus for each course you have enrolled in to determine the specific policy on attending courses via Nexus.

STUDENT PORTAL

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

GRADUATE STUDENT OFFICES, COMPUTERS & PRINTERS

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

Students are required 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 OHSU 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. Students enrolled at OHSU have access to the [Microsoft Home Use Program](#), which offers significant discounts on Microsoft software. It is expected that students will have access to programs such as Microsoft Excel, Word and PowerPoint.

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 AND BEND-BASED STUDENTS

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

COPY CODES

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

SAKAI

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

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

TRAJECSYS

Trajecsyst is GPHN's supervised practice tracking system used during the Dietetic Internship. Trajecsyst will be used to track rotation and simulation hours, competencies, and preceptor evaluations. Each student and preceptor will have their own unique log in to access this web-based software system. You will receive an invitation from Trajecsyst and will be asked to create a user ID, which once created cannot be changed. Please use your OHSU email address as the primary email address when using Trajecsyst. When creating a password for Trajecsyst it is required that your password also meets the requirements of the OHSU [password policy](#).

BOX

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

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

BLUE COURSE EVALUATIONS

To continually improve and refine course content and delivery, OHSU has developed a standardized online evaluation survey that allows students to efficiently provide feedback on courses and instructors. This information is reviewed by the OHSU Provost, 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 opportunities for improvement as appropriate. We value student comments and expect all students to participate in this anonymous online evaluation process. Although individual responses are not identifiable, participation is monitored as we maintain a completion rate goal of 100%.

Course evaluations will be open seven days prior to end of the course and close seven days after the end of the course. Students will receive an email message one week prior to their courses ending, prompting them to log into Sakai to complete their course evaluations. The email will contain a link to the course evaluation page, which can be accessed once the student logs into Sakai. Students will receive an email reminder every three days until the

evaluations close. Once done, the student will see a list of course evaluations for each course taken during the term. Students can also access the course evaluations via the "My Workspace" area in Sakai.

MAIL

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

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

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

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

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

OHSU ALERT LINE

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

STUDENT RECORDS

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

ACADEMIC CALENDAR

YEAR OVERVIEW

Students will be granted pre-scheduled leave during the year, which includes fall break, Thanksgiving Day and the day after Thanksgiving, winter break, spring break, and summer break (if applicable). Other holidays observed include Martin Luther King, Jr. day, Presidents' day, Memorial day, Independence day, and Labor day. For students

in a master's program, advisors should be consulted before any extended leaves are planned as students may have work to complete during holiday breaks. All dietetic intern students, including MSDIs in their first year, should review the [Absences section](#) of this handbook.

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

ADVISING & PROGRESS REPORTS

DI students will meet with the Supervised Practice Coordinator once per term during fall, winter, and spring to discuss progress in rotations and monitor the attainment of the core competencies in nutrition/dietetics.

Every master's student will complete a Graduate Progress Report form and meet with their master's program academic advisor twice a year.

ASSESSMENT OF PRIOR LEARNING

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

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

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

STUDENT AFFAIRS

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

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

The [Center for Diversity & Inclusion \(CDI\)](#) leads and supports the university-wide initiatives to create an environment of respect and inclusion for all people. CDI is dedicated to fostering partnerships to enhance OHSU's mission of healing, teaching, research and community services. With a range of resources and services, CDI supports and empowers students, faculty and staff from all walks of life, including historically underrepresented populations.

ACCESSIBILITY

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

503-494-0082

studentaccess@ohsu.edu

Advanced planning is needed to ensure the timely provision of appropriate accommodations. It is important to allow sufficient time for a program and/or the institution to put accommodations and appropriate auxiliary aid(s) into place. Therefore, students must turn in their requests for accommodations six weeks prior to the beginning of the next term for which the accommodations are being requested. If a request is submitted after the relevant deadline, Student Access will make every reasonable effort to accommodate the request but cannot guarantee that an untimely request can be met. Requests submitted less than six weeks before the start of the term may result in delay, substitutions, or denial of accommodation. For more information, refer to the [OHSU Student Access website](#).

If a student has been provided accommodations,, it is the student's responsibility to inform each instructor and preceptor individually about accommodations at least 10 days prior to the start of the course.

ABSENCES

Attendance at all program-related supervised practice rotations, simulation activities, and courses is required at all times and in a punctual manner. Please see the course syllabus for any specific policies about absences.

ATTENDANCE AT SIMULATED ACTIVITIES AND COURSES

If a simulation activity or course must be missed, for any reason, it is the responsibility of the student to contact the instructor in advance. Students should be aware that it may be difficult or impossible to make up the missed material. Students placed in the Portland metropolitan area are expected to participate in all simulation activities and courses in person. Students placed in Medford and Bend are always welcome to attend simulation activities and courses in Portland in person; however, given the travel required, are allowed to join through Nexus from their primary geographic placement. Students completing rural campus rotations will be permitted to connect via Nexus to sessions that occur during their rural rotation. Whether attending in person or through Nexus, all students should arrive at least five minutes before the start of each session to avoid disrupting the speaker and their classmates.

ATTENDANCE AT SUPERVISED PRACTICE ROTATIONS

Should it be necessary for a student to be absent from their assigned supervised practice rotation due to illness or personal/family emergency, the student must notify the preceptor and Supervised Practice Coordinator as soon as possible and before his/her scheduled start time for the day. If it is necessary for the student to leave the rotation early, due to illness or personal/family emergency, the student must obtain permission from the preceptor, and notify the Supervised Practice Coordinator. Students will be granted up to 16 hours of personal time throughout the program to be used during supervised practice rotations only. Personal time can be used either for planned absences or absence due to illness.

Rotation hours missed during approved personal time do not need to be made up. Students should use their personal time wisely, as all rotation hours missed outside of approved personal time will need to be made up. Prior approval from the preceptor and the Supervised Practice Coordinator is required before registering for non-mandated conferences and other activities that conflict with supervised practice hours. Please note that approval may not be granted. Please also note that hours completed in one rotation do not transfer to another rotation and thus, do not count toward “make-up” hours for absences.

PLANNED ABSENCES

Requests for personal time must be submitted at least one month prior to the absence using the procedure outlined in the NUTN 504 syllabus. Personal time may only be used during rotations that are three weeks in duration or longer. Up to eight hours of personal time may be used during a single rotation. Requesting personal time is a two-step process. First, the request must be made to the Supervised Practice Coordinator in writing. Once the Supervised Practice Coordinator approves the personal time request, the student must then submit a written request to his/her preceptor for approval. Both parties must approve the request for personal time. Medical appointments should be scheduled during personal time or scheduled with the preceptor so that no rotation time is lost.

ABSENCE DUE TO ILLNESS

For absence due to illness: The student must contact both the Supervised Practice Coordinator requesting the use of personal time, and then notify the preceptor immediately about his/her absence.

A minimum of 1,200 hours of supervised practice is required by ACEND and the OHSU Dietetic Internship.

LEAVE OF ABSENCE

Extended absences may require a formal leave of absence. As stipulated in the [Graduate Council By-Laws](#), a leave of absence may only be granted to a student who is in good academic standing at the time of the request.

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

INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE

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

INCLEMENT WEATHER

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

HOUSING FOR ROTATIONS

Students are expected to arrange and pay for their own housing for the duration of the program. When students are placed at a supervised practice site that is more than 50 miles from their primary geographic placement (Portland, Medford, or Bend), the program will assist students, at their request, to arrange temporary housing near the rotation site.

Housing secured and/or paid for by the program will meet the minimum requirements of the [OHSU Housing Policy](#) and [Procedure](#). Please note that OHSU-provided housing is for the student only, and does not include spouses, partners, children, or pets

ROTATIONS BETWEEN 40-50 MILES FROM PRIMARY GEOGRAPHIC PLACEMENT

Housing through the OHSU housing department is available for rotations in Oregon that are located 40 miles or more from the student's primary geographic location. If a student is placed in a rotation 40-50 miles from their primary geographic location they may opt to use this resource at their own expense.

ROTATIONS GREATER THAN 50 MILES FROM PRIMARY GEOGRAPHIC PLACEMENT

The program may provide a housing stipend to help cover the cost of housing for the duration of the rotation.

STUDENT CHOICE ROTATIONS

If a student chooses to complete his/her Student Choice rotation at a facility located more than 50 miles from the primary geographic placement, then all housing arrangements and costs associated with these arrangements will be the responsibility of the student. Please refer to the [OHSU Housing Policy](#) more information.

TRANSPORTATION

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

Travel Liability Statement

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

EXPENSES

TUITION & FEES

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

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

ADDITIONAL EXPENSES (ESTIMATED)

Background Check (approximate) <i>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.</i>	\$60.00
Academy of Nutrition and Dietetics Student Membership <i>Required for all students enrolled in a GPHN track.</i>	\$58.00
ServSafe Manager Certification (DI and MSDI only)	\$153.00
Basic Life Support for Healthcare Providers course	\$93.00
Graduation Regalia (approximate) <i>Cost may vary.</i>	\$40.00
Housing (approximate) <i>Students are responsible for making their own housing arrangements, estimated to be \$700.00 per student per month for a shared apartment.</i>	\$7700.00

Transportation (approximate) <i>A car or other form of dependable transportation is required for transportation to and from rotation sites.</i>	\$1,000.00
Textbooks (approximate)	\$300.00
Official Transcripts for CDR Verification for RDN Exam (approximate)	\$15.00
Microsoft Office (using the OHSU Microsoft Home Use Program)	\$9.95
Laptop computer and printer	\$650.00
Total (does not include tuition and fees)	\$10,078.95

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 [Academy Foundation scholarship site](#).

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

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

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

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

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

[OHSU Global Student Overseas Travel Award](#) is a competitive award of up to \$2,000 to support OHSU students' overseas experiences.

[Be Midge's Hero](#) scholarship is awarded in honor of Midge Steuber to nutrition students who demonstrate evidence of a personal commitment to a plant-strong, whole foods-based lifestyle, and a sustained interest in promoting this lifestyle in future professional pursuits. Award amount varies.

PROFESSIONALISM

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

FORMS OF ADDRESS

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

CONFERENCES

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

PUBLICATIONS & PRESENTATIONS

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

APPEARANCE & ID BADGE

All GPHN students are expected to abide by the [OHSU Professional Appearance Policy](#) whether in class or rotations. Although classrooms may not be located within a building that provides patient care, students may have occasion to walk through OHSU patient care areas throughout the day, and it is good practice to maintain a professional demeanor at all times. Students in rotations outside OHSU should be aware that each facility may

have its own appearance policy. When in rotations at other facilities, students must follow the policy of the facility in which they are placed.

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

SUPERVISED PRACTICE

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

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

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

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

ETHICS

ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

The Academy and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a [Code of Ethics](#) in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners and members of the Academy have adopted this Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. All GPHN students must maintain membership in the Academy of Nutrition and Dietetics and are, therefore, bound to the professional Code of Ethics.

OHSU: CODE OF CONDUCT; INFORMATION PRIVACY & SECURITY; RESEARCH INTEGRITY

As members of the OHSU community, students are expected to uphold the standards outlined in the OHSU Code of Conduct, which guides the behavior and performance of all members of the OHSU community. The OHSU Code of Conduct can be found on [the OHSU website](#).

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

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

PROFESSIONAL CONDUCT POLICY FOR GRADUATE PROGRAMS OF THE SCHOOL OF MEDICINE

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

STUDENT GRIEVANCES

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

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

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

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

Online: <http://www.eatrightpro.org/resources/acend>

Email: ACEND@eatright.org

Phone: 800/877-1600, ext. 5400

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

ELECTIVES

Nutrition electives are available through the GPHN in the fall, winter, and spring with varied course content. Elective credits may also be taken through other programs including the [Interprofessional Education \(IPE\) Series](#). Credits taken outside the GPHN must be approved by the GPHN Program Director prior to enrollment. For master's students, six of the required elective credits 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 committee.

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

INTERPROFESSIONAL EDUCATION (IPE)

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

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

ACADEMIC STANDARDS

APPLICATION FOR GRADUATE CERTIFICATE OR DEGREE

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

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

GRADING POLICY

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

CONTINUOUS ENROLLMENT

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

ELIGIBILITY FOR REGISTRATION EXAM

Within the last term of the program, the Program Director will work with each student to complete the eligibility paperwork for the registration exam for dietitian nutritionists (RDN exam). During this meeting, the Program Director will provide students with the necessary documentation to complete the verification paperwork once the student completes the requirements below.

Students who successfully complete the DI program receive a verification statement signed by the DI Director and a graduate certificate awarded by OHSU. Verification Statements are signed by the Program Director after the student has met all competencies for NUTN 504, met all professional attributes described on the professionalism evaluation form, completed at least 1,200 hours of supervised practice rotations through all scheduled supervised practice rotations and simulated experiences, passed all required courses with a grade of "B-" or better and maintained an overall grade point average of 3.0 or higher.

Students will be mailed at least five signed original copies of the Verification Statement no sooner than the week after grades are due indicating successful completion of the dietetic internship. In addition, an original signed statement is maintained in the program files. If not already on file, students must provide an official/primary source transcript, which includes date the degree was awarded/conferred/granted, of their highest degree earned. For students in the MSDI program, this will be an official OHSU transcript.

Upon completion of all program requirements, exit paperwork is processed and submitted to the Commission on Dietetic Registration (CDR) for the student to be granted eligibility to sit for the registration examination for Registered Dietitians (RD). State licensure and state certification are entirely separate and distinct from registration or certification by the CDR. Information on Oregon state licensure can be found at the Health Licensing Office of Oregon website. 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, recruit preceptors for our program, gain mentors for community outreach projects, or any other opportunities that become available. Plus, we like to celebrate the accomplishments of our graduates! We ask that graduates keep us apprised of their current email address and, when the time comes, take a moment to respond to our brief electronic alumni survey.

ALUMNI SURVEYS

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

PROGRAM OVERVIEWS

DIETETIC INTERNSHIP GRADUATE CERTIFICATE

MISSION

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

LEARNING OBJECTIVES

The learning objectives of the dietetic internship graduate certificate track mirror the core competencies specified in the 2017 ACEND standards for dietetic internship programs. Program goals and objectives are available on the [GPHN website](#).

REQUIRED COURSES

NUTN 500 Community Outreach Project	2 credits
NUTN 504 Supervised Practice	21 credits
NUTN 510 Public Health Nutrition	3 credits
NUTN 511 Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 513 Food Service and Clinical Management	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 515 Case Studies in Advanced Medical Nutrition Therapy	2 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit
TOTAL	40 Credits

AREA OF CONCENTRATION

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

- CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.

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

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

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

SUPERVISED PRACTICE – NUTN 504

Supervised practice rotations encompass the work students do at a wide variety of rotation sites throughout the program. The Supervised Practice Coordinator monitors students' progress in this course based on evaluations received from preceptors, including both the student's ability to meet ACEND competencies and professional characteristics; on professional portfolio materials; and other assigned projects. Rotations generally occur Tuesday through Friday of each week for a minimum of 32 hours per week, and all schedules are finalized by the Supervised Practice Coordinator and Administrative 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.

Due to the fast-paced and dynamic nature of the internship, we advise against regularly scheduled 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 and host OHSU dietetic students for supervised practice rotations, follows:

- OHSU Hospital and Doernbecher Children's Hospital
- VA Portland Health Care System (VAPORHCS, both Portland and Vancouver campuses)
- Legacy Emanuel Medical Center and Randall Children's Hospital
- Providence (St. Vincent and Portland)
- Kaiser Medical Center (Sunnyside and Westside)
- Asante (Three Rivers Medical Center and Rogue Regional Medical Center, Medford area)

- VA Southern Oregon Rehabilitation Center and Clinics (VA SORCC, Medford area)
- St. Charles Medical Center and affiliated hospitals (Bend, OR)
- PeaceHealth Southwest Medical Center (Vancouver, WA)
- Adventist Medical Center (Portland)

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

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

COMPARISON OF SUPERVISED PRACTICE AND COMMUNITY OUTREACH

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

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

SIMILARITIES

Each student works in a small team to serve a community partner organization through community outreach work. To be effective, students must understand the mission, vision, and goals of their partner organization. To help students become familiar with their partner organization, we try to place them in a supervised practice rotation at the same organization. If the community outreach organization cannot provide a supervised practice rotation for all students on the team, we arrange rotations with similar or complimentary sites to give them this experience.

DIFFERENCES

	Supervised Practice Rotations	Community Outreach
Primary Purpose	Demonstrate attainment of ACEND core competencies; complete at least 1,200 hours in a variety of practice settings	Fulfill a community partner's food or nutrition need through the development and implementation of community-based work
Structure	Individualized; 1:1 or 2:1 student to preceptor ratio	Team-based; typically 3-4 students working with one mentor
Duration	Rotations range from 2-6 weeks in length; minimum of 32 hours per week throughout the 11 month program	Approximately 6-11 months
Evaluation	Students are evaluated by preceptors using the program's evaluation forms at the end of every rotation	Students complete peer evaluations based on their agreed upon division of labor; course instructor evaluations, proposal, summary, and poster
Course Title	NUTN 504: Supervised Practice Rotations	NUTN 500: Community Outreach Projects
Contact Person	Jeri Finn (greenbej@ohsu.edu) or Lexie Jackson (jacksale@ohsu.edu), GPHN Instructors and Supervised Practice Coordinators	Carol DeFrancesco (defrance@ohsu.edu), GPHN Instructor and Community Outreach Coordinator

CURRICULUM MAP

	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5	CRDN 1.6		CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13	CRDN 2.14	CRDN 2.15
Courses																						
<i>Summer B Term</i>																						
NUTN 513: Food Service and Clinical Management (1 cr)								x		x					x							
NUTN 514: Nutrition Research and Scientific Communication (1 cr)		x	x	x	x	x			x	x				x	x				x			
NUTN 504: Supervised Practice Assignments (3 cr)																			x			
<i>Fall Term</i>																						
NUTN 500: Community Outreach Projects (1 cr)	x		x						x	x				x		x						
NUTN 510: Public Health Nutrition (3 cr)		x	x	x					x	x								x				x
NUTN 513: Food Service and Clinical Management (1 cr)								x		x					x							
NUTN 514: Nutrition Research and Scientific Communication (2 cr)					x																	
NUTN 504: Supervised Practice Assignments (6 cr)																			x			
<i>Winter Term</i>																						
NUTN 500: Community Outreach Projects (1 cr)	x									x				x		x						
NUTN 511: Pathophysiology and Medical Nutrition Therapy (3 cr)		x	x	x	x	x			x	x												
NUTN 504: Supervised Practice Assignments (6 cr)																			x			

<i>Spring Term</i>																				
NUTN 512: Advanced Pathophysiology and Medical Nutrition Therapy (3 cr)		x	x	x	x	x				x	x									x
NUTN 515: Case Studies in Advanced Medical Nutrition Therapy (2 cr)		x				x														
NUTN 504: Supervised Practice Assignments (6 cr)																x			x	x
Supervised Practice Rotations																				
Food Service Management	x	x	x	x		x		x	x	x	x	x		x	x	x	x	x		
Community Nutrition/Public Health	x	x	x	x		x		x	x	x	x	x	x	x	x	x	x	x		
Clinical Nutrition	x	x	x	x		x		x	x	x	x	x	x	x	x	x	x	x		
Simulations																				
Learning Activities		x		x		x			x		x	x	x		x			x		x

	CRDN 3.1	CRDN 3.2	CRDN 3.3	CRDN 3.4	CRDN 3.5	CRDN 3.6	CRDN 3.7	CRDN 3.8	CRDN 3.9	CRDN 3.10		CRDN 4.1	CRDN 4.2	CRDN 4.3	CRDN 4.4	CRDN 4.5	CRDN 4.6	CRDN 4.7	CRDN 4.8	CRDN 4.9	CRDN 4.10	Concentration 1	Concentration 2
Courses																							
<i>Summer B Term</i>																							
NUTN 513: Food Service and Clinical Management (1 cr)										x		x	x	x		x		x					
NUTN 514: Nutrition Research and Scientific Communication (1 cr)																							
NUTN 504: Supervised Practice Assignments (3 cr)																							
<i>Fall Term</i>																							
NUTN 500: Community Outreach Projects (1 cr)			x				x													x			x
NUTN 510: Public Health Nutrition (3 cr)				x	x	x																	
NUTN 513: Food Service and Clinical Management (1 cr)										x		x	x	x		x		x					
NUTN 514: Nutrition Research and Scientific Communication (2 cr)				x											x								
NUTN 504: Supervised Practice Assignments (6 cr)																							
<i>Winter Term</i>																							
NUTN 500: Community Outreach Projects (1 cr)			x				x																x
NUTN 511: Pathophysiology and Medical Nutrition Therapy (3 cr)	x	x					x	x															
NUTN 504: Supervised Practice Assignments (6 cr)																							
<i>Spring Term</i>																							
NUTN 512: Advanced Pathophysiology and Medical Nutrition Therapy (3 cr)	x																						
NUTN 515: Case Studies in Advanced Medical Nutrition Therapy (2 cr)	x			x																			
NUTN 504: Supervised Practice Assignments (6 cr)																						x	
Supervised Practice Rotations																							
Food Service Management			x	x	x		x	x	x	x		x	x	x	x	x	x	x	x		x		
Community Nutrition/Public Health	x		x	x	x	x	x	x				x		x	x		x	x	x			x	
Clinical Nutrition	x	x	x	x	x	x	x	x						x	x		x	x			x	x	
Simulations																							
Learning Activities	x		x			x	x		x	x			x	x			x					x	

COMBINED MASTER OF SCIENCE IN HUMAN NUTRITION/DIETETIC INTERNSHIP

MISSION

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

LEARNING OBJECTIVES

Graduates of the MSDI program are able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Utilize the Nutrition Physical Examination to identify physical signs and symptoms of nutrition-related disease in patients and communicate these findings to the healthcare team using the Nutrition Care Process.
3. Perform a thorough review of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
4. Develop a project to answer a nutrition-related question: including problem identification, a review of existing literature, collection of data or conduction of a project, analysis of results and statement of conclusion.
5. Disseminate research results or other scholarly work about nutrition-related topics to scientists, health care professionals and members of the general public using poster, oral presentation, and written formats.
6. Communicate effectively with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environmental for all.

Program goals and objectives are available on the [GPHN website](#).

REQUIRED COURSES – THESIS OPTION

NUTN 500 Community Outreach Projects	2 credits
NUTN 503 Thesis	6 credits, minimum
NUTN 504 Supervised Practice Rotations	21 credits
NUTN 505 Reading & Conferences	1 credits
NUTN 507 Seminar	1 credits
NUTN 510 Public Health Nutrition	3 credits
NUTN 511 Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 513 Food Service and Clinical Management	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits

NUTN 515 Case Studies in Advanced Medical Nutrition Therapy	2 credits
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
BSTA 525 Introduction to Biostatistics	4 credits
PHYS 515 Advanced Physiology & Human Anatomy Lab	7 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit
Electives	9 credits, minimum
TOTAL	83 credits, minimum

REQUIRED COURSES – CAPSTONE OPTION

NUTN 500 Community Outreach Projects	2 credits
NUTN 506 Capstone	6 credits, minimum
NUTN 504 Supervised Practice Rotations	21 credits
NUTN 505 Reading & Conferences	1 credits
NUTN 507 Seminar	1 credits
NUTN 510 Public Health Nutrition	3 credits
NUTN 511 Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 512 Advanced Pathophysiology and Medical Nutrition Therapy	3 credits
NUTN 513 Food Service and Clinical Management	2 credits
NUTN 514 Nutrition Research and Scientific Communication	3 credits
NUTN 515 Case Studies in Advanced Medical Nutrition Therapy	2 credits
NUTN 516 Nutrition Physical Examination and Lab	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
NUTN 527 Nutritional Epidemiology	3 credits
BSTA 525 Introduction to Biostatistics	4 credits
PHYS 515 Advanced Physiology & Human Anatomy Lab	7 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit
Electives	12 credits, minimum
TOTAL	83 credits, minimum

THESIS

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

CAPSTONE

A capstone project is an independent project that will be performed under the close supervision of a capstone mentor. Project possibilities include, but are not limited to developing or implementing a nutrition education program, developing a new educational tool, evaluating a new assessment tool, or education practice in nutrition, outcome based assessment of a nutrition intervention, curriculum revision, or developing evidence-based clinical practice guidelines based on an identified clinical need. A capstone project is novel, at least in application to the specific population, and addresses a specific need, and has a direct, practical application to a clinical practice group, community organization, public health agency, etc. It includes specific activities and/or action items with clear endpoints, and a written deliverable.

MASTER OF SCIENCE IN HUMAN NUTRITION

This degree track is for those who either have the RDN credential or who are eligible to sit for the RDN exam.

MISSION

The Master of Science in Human Nutrition Program prepares students to apply advanced nutrition assessment techniques to diagnose and monitor nutrition-related conditions, to conduct nutrition-related research and program assessment, to translate and integrate nutrition research findings in to practice, and to advance the field of nutrition in clinical, community, management, and research areas of practice.

LEARNING OBJECTIVES

After completing the MSHN, students will be able to:

1. Apply their advanced knowledge of nutrient metabolism to explain relationships between nutrient intake, indicators of nutritional status, and health and disease.
2. Utilize the Nutrition Physical Examination to identify physical signs and symptoms of nutrition-related disease in patients and communicate these findings to the healthcare team using the Nutrition Care Process.
3. Perform a thorough review of the nutrition-related scientific literature using library resources, evidence-based guidelines, systematic reviews and other peer-reviewed material and critically analyze this material for scientific merit.
4. Develop a project to answer a nutrition-related question: including problem identification, a review of existing literature, collection of data or conduction of a project, analysis of results and statement of conclusion.
5. Disseminate research results or other scholarly work about nutrition-related topics to scientists, health care professionals and members of the general public using poster, oral presentation, and written formats.
6. Communicate effectively with clients, patients, peers, mentors, and collaborators in a professional and ethical manner that fosters a constructive and collaborative working environmental for all.

REQUIRED COURSES – THESIS OPTION

NUTN 503 Thesis	6 credits, minimum
NUTN 505 Reading & Conferences	1 credits
NUTN 507 Seminar	1 credits
NUTN 514 Nutrition Research and Scientific Communication*	3 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
BSTA 525 Introduction to Biostatistics	4 credits
PHYS 515 Advanced Physiology & Human Anatomy Lab	7 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit

Electives	9 credits, minimum
TOTAL	45 credits, minimum

**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.*

REQUIRED COURSES – CAPSTONE OPTION

NUTN 506 Capstone	6 credits, minimum
NUTN 505 Reading & Conferences	1 credits
NUTN 507 Seminar	1 credits
NUTN 514 Nutrition Research and Scientific Communication*	3 credits
NUTN 516 Nutrition Physical Examination and Lab	3 credits
NUTN 521 Energy Metabolism	3 credits
NUTN 522 Antioxidant, Bone, and Protein Metabolism	3 credits
NUTN 527 Nutritional Epidemiology	3 credits
BSTA 525 Introduction to Biostatistics	4 credits
PHYS 515 Advanced Physiology & Human Anatomy Lab	7 credits
IPE 501 Foundations of Patient Safety and Interprofessional Practice	1 credit
Electives	12 credits, minimum
TOTAL	45 credits, minimum

**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.*

REGENCY OF EDUCATION

Students must show successful completion of prerequisite coursework, or evidence of relevant professional experience, within the past five years. If the student needs to complete additional coursework in order to meet “recency of education” requirements, the actual requirements will be determined on an individual basis following discussion between the program director and potential applicant. Completion of recommended requirements does not guarantee acceptance into the program.

THESIS

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

CAPSTONE

A capstone project is an independent project that will be performed under the close supervision of a capstone mentor. Project possibilities include, but are not limited to developing or implementing a nutrition education program, developing a new educational tool, evaluating a new assessment tool, or education practice in nutrition, outcome based assessment of a nutrition intervention, curriculum revision, or developing evidence-based clinical practice guidelines based on an identified clinical need. A capstone project is novel, at least in application to the specific population, and addresses a specific need, and has a direct, practical application to a clinical practice group, community organization, public health agency, etc. It includes specific activities and/or action items with clear endpoints, and a written deliverable.

APPENDICES

APPENDIX A: COURSE DESCRIPTIONS

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

Summer 2018		Fall 2018	Winter 2019	Spring 2019
A Block	B Block	NUTN 500	NUTN 500	NUTN 504
NUTN 507	NUTN 504	NUTN 504	NUTN 504	NUTN 512
NUTN 517	NUTN 513	NUTN 505	NUTN 507	NUTN 514B
NUTN 521	NUTN 521	NUTN 510	NUTN 511	NUTN 515
		NUTN 513	NUTN 514A	NUTN 516
		NUTN 522	NUTN 528*	NUTN 528*
		NUTN 528*	NUTN 530*	NUTN 527
		NUTN 535*	NUTN 534*	
		PHSY 515A	PHYS 515B	

NUTN 500 – COMMUNITY OUTREACH PROJECTS

2 credits

Instructor: Carol DeFrancesco, MALS, RD, LD

Topic/format: Our students work with vulnerable populations, translating science to service.

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: 4, summer term; 5-6 credits per term, fall/winter/spring terms

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

Supervised Practice provides students with experience in community nutrition, food service management, clinical nutrition, and advanced practice settings. Students practice and apply principles and skills in dietetics and nutrition to real situations under the guidance of professionals in the field. Student choice rotations take place in spring term. Evaluations by preceptors follow competencies defined by the Accreditation Council for Education in Nutrition and Dietetics. Supervised Practice occurs during summer and fall terms for public health and community

nutrition, and food service management; winter and spring terms focus on clinical rotations and clinical staff experience. Students are required to complete a minimum of 1,200 hours of supervised practice over the course of the program.

NUTN 505 – READING AND CONFERENCE

1 credit

Instructor: Sandy van Calcar, PhD, RD, LD

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

NUTN 507 – SEMINAR

1 credit, winter term

Instructor: Sarah Larimer, MS, RD, LD

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

NUTN 510 – PUBLIC HEALTH NUTRITION

3 credits, fall term

Instructor: Jeri Finn, MS, RDN, LD

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

NUTN 511 – PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY

3 credits, winter term

Instructor: Julie McGuire, MS, RDN, LD

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

NUTN 512 – ADVANCED PATHOPHYSIOLOGY AND MEDICAL NUTRITION THERAPY

3 credits, spring term

Instructor: Julie McGuire, MS, RDN, LD

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

NUTN 513 A/B – FOOD SERVICE AND CLINICAL MANAGEMENT

2 credits, summer/fall terms

Instructor: Bert Connell, PhD, RD, LD, FAND

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

NUTN 514 A/B – NUTRITION RESEARCH AND SCIENTIFIC COMMUNICATION

3 credits, winter/spring terms

Instructors: Diane Stadler, PhD, RD, LD

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

NUTN 515 – CASE STUDIES IN ADVANCED MEDICAL NUTRITION THERAPY

2 credits, spring term

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

Students research and present a case study that demonstrates the nutrition care process for a chosen disease with nutrition implications. Students select a patient during supervised practice and develop a case study presentation

using evidence-based guidelines, incorporating pathophysiology, nutrition assessment, diagnosis, intervention, monitoring, and evaluation.

NUTN 516 A/B – NUTRITION PHYSICAL EXAMINATION & LAB

3 credits, spring term

Instructor: Julie McGuire, MS, RDN, LD

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

NUTN 517 – LABORATORY METHODS IN NUTRITION

3 credits, summer term

Instructor: Melanie Gillingham, PhD, RD, LD

This course provides a conceptual framework and hands on lab experience to explore the basic 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 528 – I-CAN NUTRITION (PORTLAND)

1 credit, fall/winter/spring

Instructor: Julie McGuire, MS, RDN, LD

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

NUTN 530 – MATERNAL, INFANT, AND CHILD NUTRITION

3 credits, winter term of odd years

Instructor: Sandy van Calcar, PhD, RD, LD

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

NUTN 531 – SPORTS NUTRITION

2 credits, fall term of odd years

Instructor: Carol DeFrancesco, MALS, RDN, LD

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

NUTN 532 – NUTRITION FOR THE OLDER ADULT

2 credits, winter term of even years

Instructor: Sandy van Calcar, PhD, RD, LD

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

NUTN 533 – NUTRITIONAL GENOMICS

2 credits, spring term of even years

Instructor: Joyanna Hansen, PhD, RD, LD

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

NUTN 534/634 – MOTIVATIONAL INTERVIEWING FOR HEALTH CARE PROFESSIONALS

2 credits, terms vary

Instructor: Carol DeFrancesco, MALS, RDN, LD

In this two-credit course students will learn the theoretical and empirical tenets of Motivational Interviewing and practice the clinical skills necessary to use this approach in health care settings. Motivational interviewing is a collaborative conversation, goal-oriented style of communication with particular attention to the language of

change. It is designed to strengthen personal motivation for and commitment to a specific goal by eliciting and exploring the person's own reasons for change within an atmosphere of acceptance and compassion. At the completion of the course, students will be able to demonstrate the ability to use motivational interviewing strategies to promote health behavior change.

NUTN 535/635 – ONCOLOGY NUTRITION

2 credits, fall of even years

Instructor: Julie McGuire, MS, RDN, LD

This two credit elective will explore the relationship between nutrition and cancer prevention, treatment and survivorship. Discussions will focus on current research in oncology nutrition, and providence guidance for clinical practice.

APPENDIX B: POLICIES & RESOURCES

POLICIES

OHSU Policy Manual: Student Affairs

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

Graduate Council By-Laws

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Graduate-Council-Bylaws-2015.pdf>

Codes of Conduct

<http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm>

<http://www.eatright.org/codeofethics>

Professional Appearance Policy

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

Research Integrity Policies

<http://www.ohsu.edu/xd/about/services/integrity/policies/researchintegrity-policies.cfm>

Graduate Studies Thesis & Capstone Requirements

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

RESOURCES

SOM Graduate Studies Handbook

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

Sakai

<https://sakai.ohsu.edu>

OHSU Library

<http://www.ohsu.edu/xd/education/library/>

PSU Writing Center—Open to OHSU students and community members

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

Academic and Student Affairs

<http://www.ohsu.edu/xd/education/student-services>

Professional Development Center

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/pdc.cfm>

OHSU Registrar

<http://www.ohsu.edu/xd/education/student-services/registrar/>

Academic Calendar

<http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/academic-calendar/index.cfm>

Tuition & Fees

<http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/tuition-fees/index.cfm>

Student Access

<http://www.ohsu.edu/xd/education/student-services/education-diversity/student-access/index.cfm>

Student Learning Support

<https://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/academic-support.cfm>

JBT Health & Wellness Center

<http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/>

OHSU Alert

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

OHSU Inclement Weather

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

OHSU Transportation & Parking

<http://www.ohsu.edu/xd/about/services/transportation-and-parking/index.cfm>

OHSU Copy Center

<http://www.ohsu.edu/xd/education/library/services/copying-and-printing-services.cfm>

Academy of Nutrition and Dietetics Foundation

<https://eatrightfoundation.org/scholarships-funding/>

Commission on Dietetic Registration

<http://www.cdrnet.org>

Oregon Academy of Nutrition and Dietetics

<http://www.eatrightoregon.org>

AMA Manual of Style: 10th edition

<http://www.amamanualofstyle.com/view/10.1093/jama/9780195176339.001.0001/med-9780195176339>

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 prospective students, supervised practice preceptors or thesis/capstone committee members, as needed for the duration of the program; and

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

Signature

Date

Emergency Contact Info for the 2018-19 Academic Year

Student (Full Name)	Personal Email Address	Student Personal Phone Number	Emergency Contact (Full Name)	Emergency Contact Phone Number