

**NUTRITION AND HEALTH DEPARTMENT
COORDINATED PROGRAM IN DIETETICS**

STUDENT HANDBOOK

“The University strives to meet the expectations and aspirations of the nation and society by adhering to the highest institutional principles, which includes respect for diverse values, national heritage, cultural diversity, integrity, transparency, teamwork, leadership, learning and effective decision-making and communication.”

Dr. Ali Rashid Al Nuaimi
Chancellor, United Arab Emirates University

Table of Contents

The Coordinated Program in Dietetics.....	6
Mission, Goals, and Objectives.....	6
Accreditation Status	7
The Academy of Nutrition and Dietetics	8
Mission, Vision, and Principles	8
The Academy of Nutrition and Dietetics	9
Code of Ethics for the Profession of Dietetics	9
International Code of Ethics and Code of Good Practice for Dietitians-Nutritionists	13
International Code of Ethics.....	13
International Code of Good Practice	13
ACEND Core Knowledge and Competencies for the RD/Learning Outcomes for the Coordinated Program in Dietetics	15
Licensing Requirements for Dietitians in the United Arab Emirates.....	19
Eligibility of RDN Credential Exam in the U.S:	19
Coordinated Program in Dietetics: Study Plan	21
.....	21
SP: Supervised Practice	21
Sample Course Sequence	22
.....	23
CFA General Education Requirements.....	23
Policies and Procedures	24
UAEU Policies and Procedures.....	25
Special Needs Support Services at UAEU	26
Admission to the Coordinated Program in Dietetics	27
Academic Records and Privacy of Information/Personal Files	28
Prior Learning Assessment.....	28
Completion of the Coordinated Program in Dietetics	28
Maximum Study Period.....	29
Advising Students Enrolling in the Coordinated Program in Dietetics Using Degree Works ..	30
Comparable Courses.....	34
Placement for the Dietetic Supervised Practice (SP) Rotations as Components of the Supervised Practice Experiences	35

Supervised Practice Clearance Documents	35
The Scope of the Supervised Practice Experiences.....	36
Credit Hours for Dietetic Supervised Practice Experiences	38
CPD Supervised Practice Rotation Schedule	40
Community Service in the Coordinated Program in Dietetics	40
Requests for Letters of Recommendations.....	41
Verification Statement.....	41
Computer Literacy.....	42
Dietetic Computer Lab	43
Attendance and Leave of Absence	45
Calendar/Vacation/Holidays.....	46
Assessment of Student Learning	47
Late Assignment.....	47
Students at Risk	48
Student Complaints and Grievances.....	49
Code of Student Conduct.....	50
Social Behavior	51
The Honor Code	53
Courtesy.....	56
Dress and Grooming.....	57
Students Support Services	59
Travel Liability Insurance	60
Malpractice Liability Insurance.....	61
Medical Insurance	62
Illness or Injury While in a Facility for Supervised Practice.....	63
Standards for Oral Presentations	64
Dietetics Portfolio.....	65
Supervised Practice Rotations Portfolio	65
File System.....	75
Standards for an Acceptable Paper.....	80
Standards for an Acceptable Paper: Format Guidelines	83
Standards for an Acceptable Paper: Reference and Citation Guide	86

Standards for an Acceptable Case Study Presentation	89
Faculty Directory of Coordinated Program in Dietetics.....	91
APPENDIX 1. Sample Supervised Practice Rotation Schedule.....	92

UNITED ARAB EMIRATES UNIVERSITY
College of Food and Agriculture
Nutrition and Health Department
The Coordinated Program in Dietetics

Mission, Goals, and Objectives

Program Mission

The mission of the Coordinated Program in Dietetics is to develop competent graduates, who are highly qualified entry-level dietitians, to improve the nutritional well-being and health of the UAE population.

Program Goals and Objectives

Goal #1 - The program will prepare graduates to be competent, entry-level dietitians.
Objectives:

- a. 85% of students will complete the program requirements within 3.75 years from the time of enrollment in the CPD (150% of the time allowed)
- b. At least 60% of graduates seeking employment will have obtained employment related to their major within 12 months of completing the program
- c. The Health Authorities in the UAE requires graduates of UAEU's Coordinated Program in Dietetics to complete an additional six-month practicum before being eligible to sit for the credentialing examination. 80% of graduates will take the UAE credentialing exam within twelve months of completing this practicum.
- d. The Regulatory Health Authorities in the UAE require dietetics graduates to pass a licensing exam administered by the Department of Health- Abu Dhabi, Ministry of Health or Dubai Health Authority. Over a 5-year period, 80% of graduates will pass the dietitian licensing exam (Department of Health – Abu Dhabi or its equivalent) within one year following first attempt
- e. At least 85% of employers responding to surveys on a scale of 1-5 (5=excellent) will rate graduates as 3 (satisfactory) or better for knowledge, skills and competencies for entry-level practice
- f. At least 60% of the program graduates seeking employment will find a position in a clinical setting.

Goal #2 - The program will prepare graduates who demonstrate leadership and a commitment to community service.

Objectives:

- a. At least 50% of graduates will indicate on the alumni survey that they actively participate in community service activities during the past year

- b. Over a 5-year period, 60% of graduates will be active members of professional associations within 12 months post-graduation.
- c. Over a 3-year period, at least 80% of employers responding to surveys on a scale of 1-5 (5=excellent) will rate graduates as 3 (satisfactory) or better for demonstration of leadership skills

Outcome data measuring achievement of program objectives are available on request.

Accreditation Status

The Coordinated Program in Dietetics at UAEU has obtained Candidacy Status in January 2015, and is currently working towards acquiring full accreditation, as a Foreign Dietitian Education Programs (FDE), from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 1(312) 899-0040 ext. 5400; Website: <http://www.eatright.org/ACEND/>

The Coordinated Program in Dietetics (CPD) definition:

1. Provides for the achievement of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Knowledge and Competencies for the RDN
2. Academic program that is authorized under applicable law by the UAE Ministry of Higher Education to provide an educational program beyond secondary education culminating in a minimum of a baccalaureate degree
3. Provides for the achievement of the ACEND Core Competencies for Entry-Level Dietitians through 1200 hours of supervised practice experience.

The Academy of Nutrition and Dietetics

Mission, Vision, and Principles

Vision: A world where all people thrive through the transformative power of food and nutrition

Mission: Accelerate improvements in global health and well-being through food and nutrition

Principles: The Academy of Nutrition and Dietetics and our members:

- Amplify the contribution of nutrition and dietetics practitioners and expand workforce capacity and capability
- Integrate research, professional development, technology and practice to stimulate innovation and discovery
- Collaborate to solve the greatest food and nutrition challenges now and in the future
- Focus on system-wide impact across the food, well-being and health care sectors
- Have a global impact in eliminating all forms of malnutrition

The Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics

PREAMBLE

The Academy of Nutrition and Dietetics (AND) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the AND Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of the Academy who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of A.N.D who are not RDs or DTRs; and
- (c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of A.N.D. All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in A.N.D and/or accepting and maintaining CDR credentials, all members of A.N.D and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice.

The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by AND and its credentialing agency, CDR. Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.

The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

- a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
- b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
- c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

- a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
- b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
- c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.

- a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
- b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
- c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

- a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.

- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
- b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

- 10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.**
- 11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).**

Responsibilities to the Profession

- 12. The dietetics practitioner practices dietetics based on evidence- based principles and current information.**
- 13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
- 14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.**
- 15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.**
- a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
- b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
- 16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.**
- 17. The dietetics practitioner accurately presents professional qualifications and credentials.**
- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR provides accurate information and complies with all requirements imposed by CDR.
- The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FAND” or “Fellow of the Academy of Nutrition and Dietetics”) only when the credential is current and authorized by CDR.
- b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
- 18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.**
- Clarification of Principle:*
- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the

consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

International Code of Ethics and Code of Good Practice for Dietitians-Nutritionists

*Approved by the Members of the International Confederation of Dietetic Associations
September 7, 2008 as amended by the Board of Directors November 13, 2010.*

International standards are not meant to replace any national standards that exist, but are meant to put on paper those important matters to which we can all agree. They represent the common ground of dietetics around the world.

International Code of Ethics

Dietitians practice in a just and equitable manner to improve the nutrition of the world by:

- Being competent, objective and honest in our actions
- Respecting all people and their needs
- Collaborating with others
- Striving for positive nutrition outcomes for people
- Doing no harm
- Adhering to the standards of good practice in nutrition and dietetics

International Code of Good Practice

Provision of Service and application of knowledge:

- Provide high quality, cost efficient services in nutrition and dietetics
- Provide services based on the expectation and needs of the community or client
- Competently apply the knowledge of nutrition and dietetics and integrate this knowledge with other disciplines in health and social sciences
- Work co-operatively with others to integrate nutrition and dietetics into overall care/service regardless of context
- Work in partnership with clients and users of the service

Developing practice and application of research

- Interpret, apply, participate in or generate research to enhance practice
- Develop a unique body of knowledge
- Have an in-depth scientific knowledge of food and human nutrition

Adopting an evidence-based approach to dietetic practice

- Ask questions, systematically find research evidence, and assess the **validity, applicability** and **importance** of that evidence
- Combine the evidence with the dietitian's expertise and judgment and the client's or community's unique values and circumstances to guide decision-making in dietetics

- Apply an evidence-based approach to all areas of dietetic practice to improve health outcomes in individual clients, communities and populations
- State the source of evidence underpinning practice recommendations and integrate knowledge of other disciplines
- Reflect on how a dietitian's own perspectives or biases may influence the interpretation of evidence

Communication

- Communicate effectively through nutrition education, education and training, development of policy and programs
- Advocate for nutrition and dietetics, the alleviation of hunger and the value of services
- Advance and promote the dietetics profession

Quality in practice

- Systematically evaluate the quality of practice and revise practice on the basis of this feedback
- Strive to improve services and practice at all times
- Maintain continued competence to practice

Continued competence and professional accountability

- Ensure accountability to the public
- Accept responsibility for ensuring practice meets legislative requirements
- Maintain continued competence by being responsible for lifelong learning and engaging in self development

ACEND Core Knowledge and Competencies for the RD/Learning Outcomes for the Coordinated Program in Dietetics

1: Scientific and Evidence Base of Practice: integration of scientific information and translation of research into practice	
Core Knowledge for the RDN (Didactic Courses)	COMPETENCIES for the RDN (SUPERVISED PRACTICE)
Upon completion of the program, graduates are able to: KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions. KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols. KRDN 1.3 Apply critical thinking skills.	Upon completion of the program, graduates are able to: CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature. CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice. CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis. CRDN 1.6 Incorporate critical-thinking skills in overall practice.
2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.	
Core Knowledge for the RD (Didactic Courses)	COMPETENCIES for the RD (SUPERVISED PRACTICE)
Upon completion of the program, graduates are able to: KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation. KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the	Upon completion of the program, graduates are able to: CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings. KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice. KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services. KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services. KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity. KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and advocating for issues impacting the nutrition and dietetics profession. KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	CRDN 2.2 Demonstrate professional writing skills in preparing professional communications. CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. CRDN 2.4 Function as a member of interprofessional teams. CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate. CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. CRDN 2.7 Apply leadership skills to achieve desired outcomes. CRDN 2.8 Demonstrate negotiation skills. CRDN 2.9 Participate in professional and community organizations. CRDN 2.10 Demonstrate professional attributes in all areas of practice. CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff. CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program. CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. CRDN 2.15 Practice and/or role play mentoring and precepting others.
---	--

3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations	
Core Knowledge for the RD (Didactic Courses)	COMPETENCIES for the RD (SUPERVISED PRACTICE)
Upon completion of the program, graduates are able to:	Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions. KRDN 3.2 Develop an educational session or program/educational strategy for a target population. KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups. KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services. KRDN 3.5 Describe basic concepts of nutritional genomics.	CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings. CRDN 3.2 Conduct nutrition focused physical exams. CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. CRDN 3.4 Design, implement and evaluate presentations to a target audience CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. CRDN 3.6 Use effective education and counseling skills to facilitate behavior change. CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends. CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
--	---

4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations	
Core Knowledge for the RD (Didactic Courses)	COMPETENCIES for the RD (SUPERVISED PRACTICE)

Upon completion of the program, graduates are able to: KRDN 4.1 Apply management theories to the development of programs or services. KRDN 4.2 Evaluate a budget and interpret financial data. KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained. KRDN 4.4 Apply the principles of human resource management to different situations. KRDN 4.5 Describe safety principles related to food, personnel and consumers. KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.	Upon completion of the program, graduates are able to: CRDN 4.1 Participate in management of human resources. CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. CRDN 4.3 Conduct clinical and customer service quality management activities. CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data. CRDN 4.5 Analyze quality, financial and productivity data for use in planning. CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits. CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems. CRDN 4.10 Analyze risk in nutrition and dietetics practice.
---	---

Licensing Requirements for Dietitians in the United Arab Emirates

All health professionals, including dietitians are required to obtain a license prior to practicing in the United Arab Emirates (UAE). The Health Regulatory Authorities in the UAE represented by the Department of Health (formerly Health Authority – Abu Dhabi, Ministry of Health, and Dubai Health Authority), have developed a unified Healthcare Professionals Qualification Requirements (PQR). The PQR sets the professional qualification requirements necessary to license healthcare professionals in the UAE and transfer of license requirements across the Emirates, including educational qualifications and professional experience (Internship and work experience).

The PQR document can be accessed on the following link:

<https://www.haad.ae/HAAD/LinkClick.aspx?fileticket=2K19llpB6jc%3d&tabid=927>

According to the PQR document, all non-UAE nationals, who graduate as allied healthcare professionals from universities in the UAE, are required to complete a six (6) months post-graduation internship in a practice setting approved by the Authorities: Department of Health (Emirate of Abu Dhabi), Dubai Health Authority (Dubai Emirate), or the Ministry of Health (Sharjah, Ajman, Um AlQuwein, Fujairah, and Ras Al Khaimah). Furthermore, some of these entities require the non-UAE nationals who enroll in their post-graduation internship, to pay a certain fee. The program coordinator will notify you and discuss with you the internship fee, if applicable.

Upon completion of the six-month post-graduation internship, graduates are required to pass the Authority's assessment in order to obtain the dietitian license in the UAE to become eligible to work as a dietitian in the UAE.

On the other hand, graduates from universities in the UAE are exempt from the two-year work experience requirement.

Eligibility of RDN Credential Exam in the U.S:

Since CPD is accredited by ACEND as a Foreign Dietitian Education Program (FDE), graduates must complete a U.S based dietetic internship of at least 900 hours in duration to be eligible for the Commission on Dietetic Registration (CDR) credential exam for the RDN. As an ACEND accredited program, CPD graduates are eligible to apply to the

Dietetic Internship Match in the United States. The Academy has contracted D&D Digital to facilitate the matching through a computerized process. The computer-based method provides an orderly and fair way to match the preferences of applicants for Dietetic Internships (DIs) of their choice. Applicants must pay a fee for computer matching.

ACEND offers online Directory of Dietetic Internships on the Academy of Nutrition and Dietetics website at:

<http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships>

For more information about Dietetic Internship computer matching, including computer matching dates with deadlines, please refer to the Academy of Nutrition and Dietetics website available at the following link:

<https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>

An example of a Computer Matching Calendar (November 2018) is given in the following link:

<https://www.eatrightpro.org/-/media/eatrightpro-files/acend/november2018computermatchingcalendar.pdf?la=en&hash=5045803BADA512BC02A42AE3F87DA74A4B4835B9>

Coordinated Program in Dietetics: Study Plan

UAE University/College of Food And Agriculture

Department of Nutrition and Health

2- Bachelor Degree in Dietetics

جامعة الإمارات العربية المتحدة

قسم التغذية والصحة

تخصص / تنظيم التغذية

دقة 2009 وما بعد

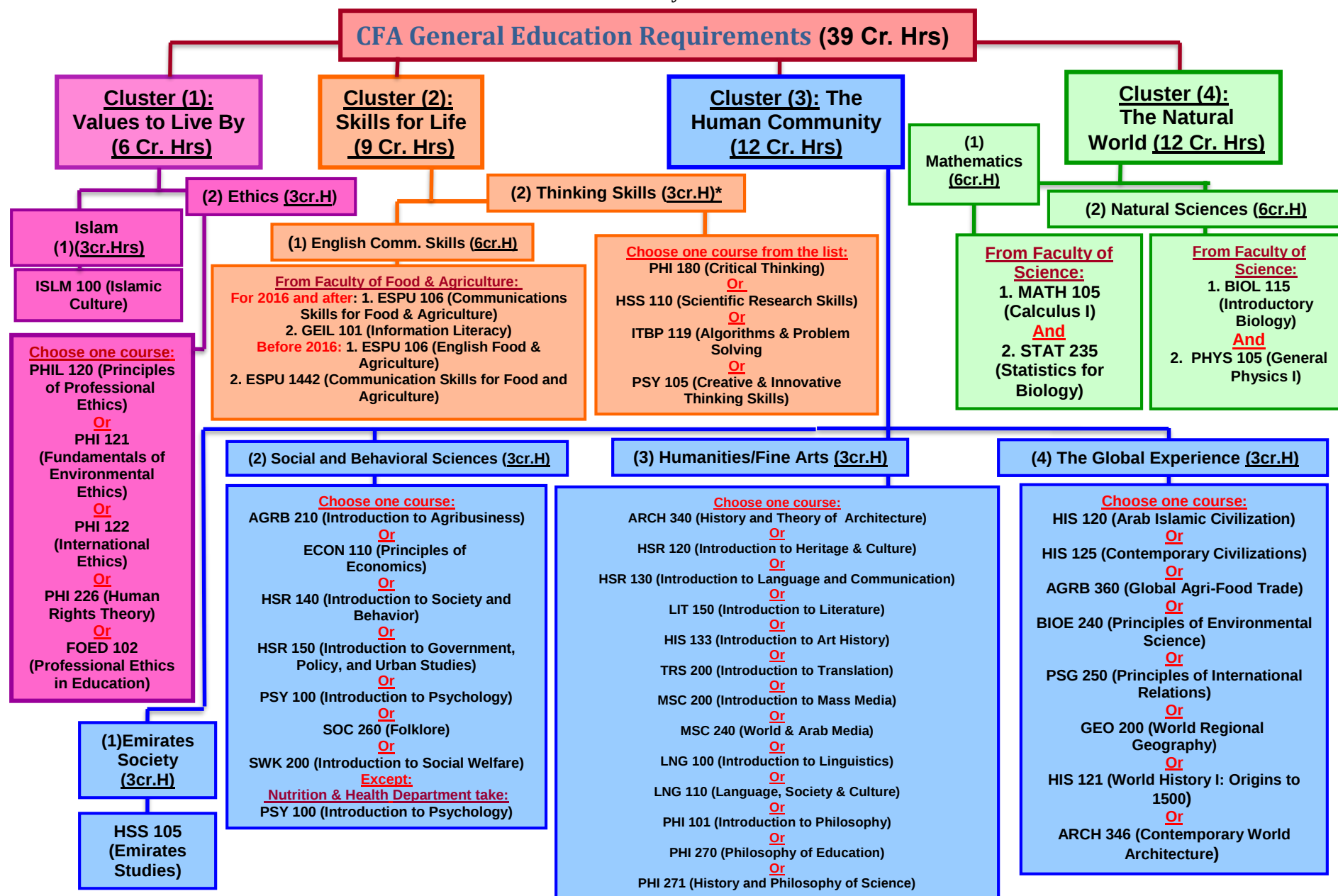
Course No.	Course Title	L	B	Cr	Prerequisite	BIOC 275	Genetics Laboratory				
General Education Requirement (27) credit hours						NUTR 320	Nutrition I	2	3	3	BIOL 270 concurrent
C ₁ G ₁	Islamic Thought					NUTR 330	Nutrition II	2	3	3	CHEM 283 or concurrent
C ₁ G ₂						NUTR 355	Nutrition Seminar	1	0	1	NUTR 320
C ₂ G ₁						NUTR 362	Human Nutrition in Various Age Stages	2	3	3	NUTR 330 Or concurrent
C ₂ G ₁						NUTR 371	Food Service Systems Management I	2	0	2	FDSC 331+MGMT200-N372CON
C ₂ G ₂						NUTR 372	Food Service Systems Management I (SP)	0	6	2	FDSC 331+MGMT200-N371CON
C ₃ G ₁	Emirates Society					NUTR 377	Medical Nutrition Therapy I	2	0	2	NUTR 330+NUTR378CON
C ₃ G ₂						NUTR 378	Medical Nutrition Therapy I (SP)	0	3	1	NUTR 330+NUTR377CON
C ₃ G ₃						NUTR 403	Nutrition Education and Communication	2	0	2	NUTR 330& NUTR 404 Con.
C ₃ G ₄						NUTR 404	Nutrition Education and Communication (SP)	0	3	1	NUTR 330& NUTR 403 Con.
						NUTR 484	Food Service Systems Management II	2	0	2	NUTR371+372&485CON
						NUTR 485	Food Service Systems Management II(SP)	0	3	1	NUTR371+372&484CON
						NUTR 488	Medical Nutrition Therapy II	2	0	2	NUTR377+378&489CON
College Requirement (12) credit hours						NUTR 489	Medical Nutrition Therapy II (SP)	0	3	1	NUTR377+378&488CON
MATH 105	Calculus I	2	2	3	MATU 1435	NUTR 486	Community Nutrition	2	0	2	NUTR 487 CON.
PHYS 105	General Physics I	3	0	3		NUTR 487	Community Nutrition (SP)	0	3	1	NUTR 486 CON.
BIOL 115	Introductory Biology	2	3	3		NUTR 481	Senior Project	2	3	3	N371,372,377,378,403,404
STAT 235	Statistics for Biology	3	0	3		NUTR 490	Internship	0	0	6	Completing All courses
Compulsory Specialization courses: (69) credit hours						Elective Specialization Courses: Select (6) credit hours					
PHYL101	Introductory Physiology	3	0	3		FDSC 309	Sensory Evaluation	2	3	3	
MGMT 200	Fundamentals of Management	3	0	3		FDSC 352	Food Safety	2	3	3	BIOC 230
CHEM 111	General Chemistry I	3	0	3		FDSC 355	Food Processing	2	3	3	
CHEM 112	General Chemistry II	2	0	2	CHEM 111	NUTR 396	Sports Nutrition	2	3	3	NUTR 330
CHEM 115	General Chemistry Lab.	0	3	1	CHEM 112 concurrent	NUTR 443	Meal planning	2	3	3	NUTR 362
BIOC 230	General Microbiology	2	3	3	BIOL 115	Free Electives (6) credit hours					
FDSC 250	Contemporary food science and nutrition	3	0	3							
BIOL 270	General Genetics	2	0	2	BIOL 115						
CHEM 282	Organic Chemistry for Non-Majors	2	3	3	CHEM 111+ CHEM 115						
CHEM 283	Biochemistry for Non-Majors	2	3	3	CHEM 282						
FDSC 331	Fundamentals of Food Preparation	2	4	4							
Academic Advisor						Chairman of Department					
						Assistant Dean					

SP: Supervised Practice

Sample Course Sequence

UAEU College of Food and Agriculture Nutrition and Health Department Bachelor of Science in Dietetics						 جامعة الإمارات العربية المتحدة United Arab Emirates University قسم التغذية والصحة بكالوريوس العلوم في تنظيم التغذية					
Year 1											
Semester 1						Semester 2					
Course No.	Course Title	L	P	Cr	Prerequisite	Course No.	Course Title	L	P	Cr	Prerequisite
ESP106	English Communication Skills for Food and Agriculture	3		3		ISLM 1103	Islamic Thought*	3		3	
BIOL 115	Introductory Biology	3		3		CHEM 112	General Chemistry II	2		2	CHEM 111
MATH 105	Calculus I	3		3		CHEM 115	General Chemistry Laboratory		3	1	CHEM 112 concurrent
CHEM 111	General Chemistry I	3		3		SOCI 1153	Emirates Society*	3		3	
GEIL101	Information Literacy (2016 and after)	3		3		PHYS 105	General Physics I	3		3	
						MGMT 200	Fundamentals of Management	3		3	B
Year 2											
Semester 1						Semester 2					
Course No.	Course Title	L	P	Cr	Prerequisite	Course No.	Course Title	L	P	Cr	Prerequisite
CHEM 282	Organic Chem. For Non-chem. Stud.	2	3	3	CHEM 112 + CHEM 115	CHEM 283	Biochemistry For Non-chem. Students	2	3	3	CHEM 282
BIOG 230	General Microbiology	2	3	3	BIOL 115	NUTR 320	Nutrition I	2	3	3	CHEM 283 OR Concurrent
	General Education Course	3		3			General Education Course	3		3	
PSY 200	General Education Course* (Preferably PSY 200)*	3		3		PHYL 101	Introductory Physiology	3		3	
FDSC 250	Contemporary Food Sci. and Nutrition	3		3		STAT 235	Statistics for Biology	3		3	MATH 105
Year 3											
Semester 1						Semester 2					
Course No.	Course Title	L	P	Cr	Prerequisite	Course No.	Course Title	L	P	Cr	Prerequisite
NUTR 330	Nutrition II	2	3	3	NUTR 320	FDSC352	Specialization Elective Course (Food Safety)	3		3	BIOC 230
NUTR 362	Human Nutrition in Various Age Stages	2	3	3	NUTR330 OR concurrent		General Education Course	3		3	
	Free Elective Course	2	3	3			Free Elective Course	3		3	
	General Education Course	3		3		BIOL 270	General Genetics	2		2	BIO115 OR BIOC 100
FDSC 331	Fundamentals of Food Preparation	2	4	4		BIOC 275	Genetics Laboratory		3	1	BIOL 270 concurrent
Year 4											
Semester 1						Semester 2					
Course No.	Course Title	L	P	Cr	Prerequisite	Course No.	Course Title	L	P	Cr	Prerequisite
NUTR 371	Food Service Systems Management I	2		2	FDSC331 + MGMT200+NUTR372 concurrent	NUTR 488	Medical Nutrition Therapy II	2		2	NUTR377+NUTR378+NUTR489 concurrent
NUTR 372	Food Service Systems Management I (SP)			2	FDSC331+MGMT200+NUTR371 concurrent	NUTR 489	Medical Nutrition Therapy II (SP)			1	NUTR377+NUTR378+NUT488 concurrent
NUTR 377	Medical Nutrition Therapy I	2		2	NUTR330+NUTR378 concurrent	NUTR 484	Food Service Systems Management II	2		2	NUTR371+NUTR372+NUTR485 concurrent
NUTR 378	Medical Nutrition Therapy I (SP)			1	NUTR330+ NUTR377 concurrent	NUTR 485	Food Service Systems Management II (SP)			1	NUTR371+NUTR372+NUTR484 concurrent
NUTR 355	Nutrition Seminar	1		1	NUTR330	NUTR 486	Community Nutrition	2		2	NUTR487 concurrent
NUTR 403	Nutrition Education & Communication	2		2	NUTR330+ NUTR404 concurrent	NUTR 487	Community Nutrition (SP)			1	NUTR486 concurrent
NUTR 404	Nutrition Education & Communication (SP)			1	NUTR330+NUTR403 concurrent	NUTR 481	Senior Project	2		3	NUTR37+NUTR372+NUTR377+NUTR378+NUTR403+NUT404
NUTR 443	Specialization Elective Course (Meal Planning)	2	3	3	NUTR362						
Year 5											
Semester 1											
Course No.	Course Title	L	P	Cr	Prerequisite						
NUTR 490	INTERNSHIP (Supervised Practice Rotations)			6	Completing All courses						

For students admitted to UAEU in Fall 2009 onwards
Students are allowed to study 2 free elective courses



Policies and Procedures

UAEU Policies and Procedures

The UAEU policies and procedures can be found here:

<http://www.uaeu.ac.ae/en/about/policies/>

The UAEU policies include the following:

- Admission and Enrollment
- Undergraduate Admissions
- Undergraduate Registration and Enrollment
- Grades and Grading
- Academic Standing, Enrollment Eligibility, and Progress
- Degree Completion and Graduation
- Academic Calendar
- Academic Records / Academic Transcripts
- Student Academic Grievances and Appeals
- Student Fees and Accounts
- Research Integrity
- Ethical Review of University Research
- Approval of Requests to Use UAEU Faculty, Staff or Students as Research Subjects
- Governance of Student Services
- Student Code of Conduct
- Student Housing Services
- Missing Resident Student
- Health Services
- Counseling and Psychological Services
- Financial Aid and Scholarships
- International Student Services
- Student Activities and Leadership
- Student Travel
- Student Volunteering
- Information Technology (group of policies)
- Mobile Devices
- Others

Special Needs Support Services at UAEU

Policy

It is the policy of the UAEU that students with special needs are capable of completing a postsecondary education, given access to and utilization of appropriate support and accommodations. The University is committed to providing the necessary resources to support students with special needs.

http://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_07_en.pdf

Admission to the Coordinated Program in Dietetics

Policy

It is the policy of the Coordinated Program in Dietetics (CPD) that all applicants meet specific criteria for admission into the program.

Procedure

- Application to the program is made prior to the Fall or Spring Semesters.
- The following requirements must be completed at the time of application:
 - All University Foundation Program (UFP), except the ESPU courses, at the time of submitting the CPD enrollment application
- Students must register for the English for Food and Agriculture course (ESPU 106) by the first semester of junior year at the latest.
- Students must register for the Communication Skills for Food and Agriculture course (ESPU 1442) by the second semester of junior year at the latest.
- UFP English IV course (ENGU 1404) is an absolute prerequisite for the ESPU and the NUTR 320 courses.

The admission criteria include:

- An overall GPA of ≥ 3.0
- Completed Introductory Biology (BIOL 115) and General Chemistry I (CHEM 111) and have earned at least a “C” grade for each of these courses.

The admission process includes:

- Completion of the necessary application form
- An informal interview conducted by the Program Coordinator*
- Acceptance into the program is contingent on meeting admission criteria and the availability of student positions.
- Students are enrolled in the CPD at the beginning of each of the fall and spring semesters.
- A maximum of 24 students are currently accepted into the CPD each year.

* The interview allows the assessment of the applicant’s knowledge of and interest in dietetics, maturity, communication skills, as well as preparedness for the rigorous professional program.

Academic Records and Privacy of Information/Personal Files

Policy

The UAEU establish and maintain Official Academic Records (OAR) for each student.

http://www.uaeu.ac.ae/en/about/policies/admissions_and_enrollment/pol_pro-ae_08_en.pdf

Procedure

- The University shall create and maintain an Official Academic Record (OAR) for each student who is admitted in the University. The OAR shall be created at the time of admission, and shall be maintained throughout the duration of the student's enrollment as the official record of the student's academic activities, transactions, performance, and achievements. The student's OAR is the University's comprehensive permanent record of the student's academic relationship with the University, and shall be retained by the University indefinitely
- The Student Information System (SIS) is the University's official repository of student academic records, and is the definitive source of evidence for OAR. Only the Office of the Registrar can modify student information. Any request to access the Student Information System must get the approval of the Registrar
- The University will safeguard the privacy of students and confidentiality of their academic records.
- Students have access to their own records/files upon request.
- Individuals with access to protected student academic records have an affirmative responsibility not to release that information to any third party.

Prior Learning Assessment

Policy

The Coordinated Program in Dietetics has no policy for assessing prior learning or competence, and thus does not grant credit or supervised practice hours for prior learning experience(s).

Completion of the Coordinated Program in Dietetics

Policy

It is the policy of the Coordinated Program in Dietetics (CPD) that all enrolled students meet specific criteria for completing the program, successfully.

Procedure

- Students must successfully complete a total of 120 credits hours.
The 120 credit hours are divided as follows:
 - General Education courses: 27 credit hours

- College required courses: 12 credit hours
- Major specialization required courses, including didactic courses in addition to supervised practice experiences: 69 credit hours
- The remaining 12 credit hours are split equally between elective specialization courses and free electives
- A minimum overall GPA of 2.75 is required in order to progress to supervised practice rotations
- All students must have successfully completed 1367 hours of Supervised Practice Experiences (447 hours are met through supervised practice courses and 920 hours during the supervised practice rotations)

Maximum Study Period

Policy

All students must complete the CPD requirements within a maximum study period of six years, exclusive of the University Foundation Program (UFP) year. This is in line with the following university policy on program completion:

http://www.uaeu.ac.ae/en/about/procedures/admissions_and_enrollment/pro-ae_03_en.pdf

Advising Students Enrolling in the Coordinated Program in Dietetics Using Degree Works

Policy

It is the policy of the Coordinated Program in Dietetics that all students, enrolling or already registered in the program, should obtain approval, from the Program Coordinator (PC) or the assigned Academic Advisor (AA), allowing them to register, add, and/or drop courses. This is done through the Degree Works system on the UAEU e-Services page.

Procedure

DEGREE WORKS

Degree Works is an online tool that you can use to plan your degree or certificate. The system provides a Degree Audit, which is a comprehensive snapshot of your academic record evaluated against the requirement areas for a specific degree.

BENEFITS OF THE DEGREE WORKS SYSTEM

Benefits for students:

Real-time advice and counsel

Interactive “what if?” scenario planning, which helps both student and advisor create more suitable plans towards program completion

Clear path to graduation

Benefits for advisors:

More personalized advising

Improved tracking of student progress, GPA, and achievements

Improved retention and graduation rates

More transparent transfer articulation

Clear and consistent degree plans

More timely degree certification

Benefits for institutions:

Improved completion rates and time to graduation

Rapid ROI through better retention and improved transfer recruitment

Robust analytical and decision support tools for institutional planning

A tutorial for students on how to use the Degree Works system is available via this link:

<https://my.uaeu.ac.ae/en/Pages/degreeworks/default.aspx>

Pre-registration Advising

The Program Coordinator (PC) or an assigned Academic Advisor (AA), usually a CPD faculty member, guides the students during major pre-registration, regular registration, and add-and-drop periods. The PC/AA ensures that each student will fulfill the specialization requirements as well as guide them to make the proper selection for their future career.

Dietetics students are not allowed to take any specialized courses unless the PC/AA unlocks the degree works for the student to be able to register certain specialized courses. This is usually in special circumstances, such as when the student, for example, does not have enough courses to enroll in during the following term.

What-If

Degree works are run based on the curriculum, which is declared on the student's record. The What-If can be used to run a degree works based on manually-selected components. *This is particularly useful for students considering a change of major or catalog year.*

- Select your view- The student view is the default. The what-if only runs for the view you have selected, and cannot be changed once it has been run. A new what-if would need to be run for a different view.
- Select your primary area of study-Degree components, which must be selected to run the what-if are catalog year, level, degree.
- Select your additional areas of study- This is where you can select additional components beyond the primary area such as a second minor. When selecting an additional area of study you must click "Add" so that it populates the "Chosen Area of Study" box to the right. The What-if can not be run for double majors.
- Choose Your Future Classes- This is essentially Look Ahead functionality combined with the What-If. Students can enter courses they are planning to take in the future and see where those fill in on their what-if evaluation. These classes are displayed in blue text in the evaluation with a grade of PL (Planned).
- Once all of the degree components for the what-if have been selected, return to the top and click "Process What-If".

Students Registration Period

- Consult your Degree Works account to plan for the courses to enroll in for the following term. Discuss with your PC/AA if you have any concerns or you would like to make changes to the plan
- Follow the steps explained in the student guide for Degree Works. Read carefully the instructions that show you how to carry out the registration process
- Consult with the PC/AA **notes & the active plan** your advisor placed on your Degree Works account, to ensure that you are allowed to register for the courses or if there are

any instructions that you need to follow before registering. This allows for a smooth registration process.

- Make sure that all the courses you wish to register in are offered on the specified dates and inform your PC/AA of any related issues in this regard.
- Start registering according to your determined schedule, review and make sure of your data. If you face any problem, consult the PC/AA or the advising unit in CFA. However, if your registration steps are preceded properly, complete your registration; review it and then go to print out your class schedule (Registration Notice) in the Self-learning and Technological Center or in the Admission and Registration Department at the female and male colleges.
- If you did not complete the registration within the period specified to you, or you wanted to change your schedule for any reason, there is an additional period for one week by the end of the registration period dedicated to this purpose.

Important Remarks

Very important remarks that you should take into consideration:

- If you have failed a course and it is a pre-requisite for another course, you are not allowed to register for this course until you pass the pre-requisite course.
- You are not allowed to register below or above the credit hours allowed in a semester (12-19 credit hours). If you are under probation, you are allowed to register 13 credit hours. If you are graduating during this semester or you have a GPA of ≥ 3.6 points, you are allowed to register up to 21 credit hours.
- If a course has been cancelled, you should add an alternative course during the drop-and-add period. This requires that you attend the first class of the alternative course.
- Students, who are required to transfer or change their major because of academic probation, should contact the advisor and the Admission and Registration Department before registering for courses in the new major.
- Comply with dates of pre-registration and complete registration before the final exams, and the add-and-drop period in the beginning of each semester.

GPA Calculator

Two of the options available under the GPA calculator on the Degree Works worksheet:

1. Graduation Calculator:

By entering how many more credits are left to take and the total required credits with the desired GPA, you can see what average GPA must be earned in order to achieve the desired GPA.

2. Term Calculator:

The anticipated grades for the term are entered and the cumulative GPA is calculated.

Comparable Courses

Policy

It is the CPD policy that the program coordinator assesses any courses the student plans to take at colleges or universities other than UAEU for comparability.

Procedure

Comparable courses taken at other Educational Institutions

Credit will be given for comparable courses taken at colleges or universities other than UAEU.

- It is advisable for students, who plan to take courses at other educational institutions in or outside the UAE to discuss this with the Program Coordinator or Academic Advisor prior to enrollment at the other institution.
- The Program Coordinator will assess comparability of courses taken elsewhere that do not automatically receive transfer credits for UAEU courses. If the course is deemed comparable to required course, the required course will be waived.
- It will be highly unusual for any of the Professional Sequence Courses to be waived. Course taken as part of the professional sequence in another dietetics program will be considered on an individual basis.

Placement for the Dietetic Supervised Practice (SP) Rotations as Components of the Supervised Practice Experiences

Policy

To be eligible to practice as a Dietitian, a student must complete the Dietetic SP Rotations as a requirement for graduating from the Coordinated Program in Dietetics.

Procedure

- The Program Coordinator (PC) will assist students during their final semester in finding placement for the SP rotations as a component of the Supervised Practice Experiences. Information regarding the list of affiliated institutes, applications for admission, department deadlines, and application requirements for the Dietetic SP rotations is conveyed to students by the PC/AA.
- Admission to the SP rotations program requires the completion of all course work before registering for placement.
- Admission to the SP rotations is imperative to the completion of the CPD. To increase the likelihood of obtaining a high-quality training, students should prepare by:
 - Maintaining at least a 3.0 GPA
 - Demonstrating leadership ability
 - Showing high quality performance in theory and practicum

Supervised Practice Clearance Documents

Policy

It is the policy of the Coordinated Program in Dietetics (CPD) that all enrolled students go through and pass the clearance process, prior to attending the Supervised Practice (SP) Courses and Rotations, as required by the training facility(s).

Procedure

As required by training facilities, students are to go through and pass a clearance process, prior to attending SP Courses and Rotations. These may include:

- Medical Nutrition Therapy SP I course
- Medical Nutrition Therapy SP II course
- Supervised practice rotations (clinical nutrition, community, and food service systems management)

Students are required to provide certain documents, which will be sent to the Human Resources Department of the training facility for approval. These documents include:

- A photocopy of their valid passport

- A photocopy of their valid resident visa (for non-UAE nationals)
- UAE National Card (Emirates ID)
- Family Book (UAE nationals)
- Resume
- One passport size photo.

The Scope of the Supervised Practice Experiences

Policy

The Supervised Practice Experiences serve for educational purposes; enrolled students are not to replace employees under any circumstance. Students must sign a training agreement prior to starting their SP rotations:

STUDENT AGREEMENT COORDINATED PROGRAM IN DIETETICS (CPD)

Student Name (ID):

Supervised Practice Rotation Start date: __/__/____ End date: __/__/____

Department and Course Number: NUTR 490

Semester or Term Enrolled: Fall 20XX Year: 20XX/20XX Credit Hours: 6.0

CPD Coordinator: Habiba Ali, PhD, RD, CDE Phone: 050 5339640

Email: habAli@uaeu.ac.ae

The student hereby agrees to the following:

1. Be enrolled as a “Student”.
2. Comply with all Experience Provider rules, policies and procedures.
3. Sign any mandatory statements as requested by the Experience Provider/Facility.
4. Complete the Supervised Practice Rotations (SPR) during the dates specified unless modified by the Experience Provider and CPD.
5. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
6. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the CPD Coordinator.
7. Complete all CPD academic assignments and course work as outlined by the applicable department within the specified timeframe.
8. Adhere to CPD’s Honor Code and the Experience Provider’s Standards of Personal Conduct and Dress and Grooming Standards.

9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the SPRs.
10. Authorize CPD's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as a SPR Student may involve risks not found in study at UAEU. These include risks involved in traveling to and returning from place of SPR; different standards of design, safety, and maintenance of buildings, public places. I represent that I am willing to accept these risks.
12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my SPR and personally bear all associated costs, unless otherwise provided by UAEU. In addition, I understand that CPD does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, non-UAEU transportation carrier, or other provider of goods or services involved in the SPR. I understand that CPD is not responsible for matters that are beyond its control, including, loss or theft of personal belongings
13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an SPR Student at the Facility.
14. Acknowledge and agree that CPD is acting as an SPR facilitator only and that CPD and the Experience Provider will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the SPR.
15. Acknowledge that all creative work performed as part of my SPR shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider.

Student Signature

Date

__/__/____

CPD Coordinator Signature

Date

__/__/____

Credit Hours for Dietetic Supervised Practice Experiences

Policy

One credit hour in any of the practical components of courses requires three hours of student contact time per week. However, only the Supervised Practice contact hours are counted towards the Coordinated Program in Dietetics supervised practice experiences.

Procedure

- SP rotations, as an exception to the policy above, is allotted 6 credit hours that require 40 hours of student contact time per week for the period of 23 weeks.
- Supervised practice hours are distributed as follows:

Supervised Practice Hours					
Course	Weeks	Hrs/Wk	Credits	Contact Hrs/Wk	Total
SP rotations (NUTR 490)					
Clinical	13	40			520
Community	5	40			200
Management	5	40			200
<u>Subtotal</u>	<u>23</u>		<u>6</u>		<u>920</u>
Senior project (NUTR 481)	16		3	12	192
Food Service Systems Management 1 SP (NUTR 372)	15		2	4	60
Food Service Systems Management 2 SP (NUTR 485)	16		1	3	48
Community Nutrition SP (NUTR 487)	16		1	3	48
Nutrition Education & Communication SP (NUTR 404)	16		1	3	48
Medical Nutrition Therapy 1 SP (NUTR 378)	7		1	3	21
Medical Nutrition Therapy 2 SP (NUTR 489)	7		1	3	21
Nutrition Seminar (NUTR 355)	9		1	1	9
<u>Total</u>			<u>17</u>		<u>1367</u>

CPD Supervised Practice Rotation Schedule

Policy

Supervised Practice Rotations normally start 1 week before the university academic semester and end 4-5 weeks after the end of the university semester.

Procedure:

Students in supervised practice rotations are required to continue their training during the university winter and/or spring breaks.

Supervised Practice Rotation consists of 13-14 weeks (520-hours minimum) in clinical nutrition, 5 weeks (200 hours minimum) in community nutrition, and 5 weeks (200 hours minimum) in food service systems management.

Students are expected to observe the same holidays as the worksite employees during their rotations. If national holidays are observed, the days missed are not counted towards the SP rotation.

A Sample of CPD Supervised Practice Rotation can be found in Appendix 1.

Community Service in the Coordinated Program in Dietetics

Policy

It is the policy of the Coordinated Program in Dietetics that students provide community service by participating in on- and off-campus nutrition education activities during the professional sequence.

Procedure

- Students should coordinate with the Supervised Practice (SP) course instructor or the SP Rotation preceptor, when participating in Health Fairs or Presentations to school, community, or other groups
- Activities, presentations, and their content **must be preapproved** by the SP course instructor or the SP rotation preceptor
- Students will have access to the Department of Nutrition and Health education resources for handout materials, posters, etc.
- Upon completion of a presentation or health fair, the student will record the date, nature of event, the number of people served, time spent, and activities performed in a report. Submit this report to the SP course instructor or include in the SP rotations portfolio.

Requests for Letters of Recommendations

Policy

Requests for letters of recommendation from faculty will be made in a timely and professional manner.

Procedure

- A faculty member should be asked in person, if they are willing and able to write a letter of recommendation. Please, be prepared to visit with the faculty member to provide information she/he might need to complete the letter.
- An honest assessment by the faculty member of the student's performance and personal characteristics will be provided.
- Every effort should be made to give the faculty member adequate advanced notice.
- The student should provide in writing the following information:
 - Date letter(s) need to be completed
 - To whom the letters are to be delivered (student or direct mailing)
 - Appropriate forms or format to be completed
 - Names and addresses to whom letters are directed
 - Number of copies needed
 - Signed Waivers of Confidentiality, when required
 - A list of the student's accomplishments and goals and a current resume
 - Any other special requirements of the faculty member
- This procedure should be followed for all letters of recommendation including SP rotations, scholarships, and employment opportunities
- Students will be asked to sign the "Request for Letter of Evaluation and Waiver of Confidentiality."

Verification Statement

Policy

The Coordinated Program in Dietetics will award a verification statement to all students upon completion of the program graduation requirements.

Procedure

Students, who complete all the requirements established by the program to graduate from the CPD, will receive, along with their awarded degree, a verification statement.

The program coordinator prepares the verification statements at the end of each semester to be awarded to all program graduates.

Graduates must submit a copy of their official degree certificate and academic transcript to the Program Coordinator to prepare the Verification Statement.

Computer Literacy

Policy

It is the policy that all dietetic students be competent in the use of current computer technologies. Some skills will be introduced in the classroom; however, students are responsible for obtaining training in specific programs, if needed.

Procedure

Faculty will communicate with students through Blackboard and e-services. It is expected students will check for e-mail messages on a regular basis.

Skills students will be required to develop include use of word processing, spreadsheets, presentations, nutritional analysis software, and internet.

To become more proficient in any of the above areas, the following resources are available.

- Help books found in the computer lab
- Computer training courses (UGRU IT courses)
- For problems with Blackboard, e-services, or UAEU email, contact the IT services in the college

Dietetic Computer Lab

Policy

All students will treat the computer lab and the materials stored there with respect and use them wisely.

Procedure

The computer lab is available during shared labs female days (Sundays and Wednesdays), 8 AM to 8 PM. It is located in building E2, Agribusiness computer lab. If there are any changes made to the location or access rules, the Program Coordinator will notify all students via email or Blackboard announcement. Please, be courteous as there are only 6 computers in the lab, which are designated for the students of the Nutrition and Health Department (NHD).

Computer lab can be booked by instructors and/or students as needed. The lab key is kept with the lab technician, department secretary and/or the Program Coordinator. Students having an appointment for the use of computers in the lab are responsible to obtain the key before the session, as well as return key after finishing their booked sessions.

The following software is available on all 6 computers: Microsoft Excel, PowerPoint, Word, Publisher, and Access; Adobe Photoshop; SPSS; Internet Explorer. Specialized software is also available on the computers, such as ESHA – Food Processor®.

The six NHD computers in the lab are for students in the professional sequence of the Nutritional Science and Dietetics Programs **only**. Do **not** give access to anyone else, no matter whoever they may be. Although the computers are available for word processing, any class computer assignments take first priority. Please, be courteous to other students who may need to use the computer for an assignment.

To print anything for your assignments, you must utilize the student services available on campus. It is your responsibility to be aware how much the printing will cost. The office will not print or “lend” paper to students.

Also, please respect the lab and the computers by following these guidelines:

1. No food or drink in the lab.
2. To prevent virus infections, have a disk or USB drive that you use for this lab **only**.
3. Do **not** save **anything** on the hard drive. Save it on **your** disk or USB drive directly, or send the document as an attachment to your **email**. If you have questions concerning how to do this, contact the department office for help.

4. Report all computer problems to your instructor, the Program Coordinator, or the college IT engineer, as soon as they happen. Please, do not just switch to another computer.
5. Do **not** change the desktop settings.
6. Please, do not use foul language in the lab, even when the computer misbehaves.

As a matter of procedure:

- Do **not** turn the computers off. Use the “Log Off” command instead.
- Do **not** leave the computer unless you have logged off and the screen saver is showing.
- Please, remember to log off after each session of use, no matter how short.
- To log in, touch any key or the mouse to “wake up” the computer. In the Net Login box, type the user name and password. User names and passwords are provided to you upon booking a computer session (**don’t** give the password to anyone without **permission** of the instructor and/or program coordinator).
- The ESHA and all other specialized programs are located on the desktop. The user’s manuals will be available in the department office.
- To log off, save any files needed to **your** disk or USB drive, exit any programs you are using, and click on start, then click on log off. Remember: Do **not** turn the computer off.

Attendance and Leave of Absence

Policy

It is the policy of the Coordinated Program in Dietetics that the student is expected to attend all required classes and supervised practice experiences, unless ill or there is a university approved excuse.

Procedure

Students are required to attend all classes, practical sessions, supervised practice rotations, seminars and examinations related to the courses and SP rotations in which they are registered.

Students will be held responsible for all material presented in class and labs. Laboratory and supervised practice experiences are graded on performance and professional attitude. Students must be present to be evaluated.

Since each experience is important to the student's total development, the student must participate in each experience for the assigned amount of time.

It is expected that the student will be punctual for all classes and SP rotations.

Absence from Class or Supervised Practice Course or Rotation, as per UAEU policy:

https://www.uaeu.ac.ae/en/about/procedures/admissions_and_enrollment/pro-ae_03_en.pdf

- A student who misses 5% of the class meetings allotted for a course will receive a warning from the chair of the department.
- A student who misses 10% of the class meetings allotted for a course will receive a second warning from the dean of the college.
- A student who misses 15% of the class meetings allotted for a course will fail the course. If there is a legitimate reason for the absence, which has been accepted by the dean in the semester in which the absences occurred, the student will be granted a satisfactory withdrawal from the course.
- It is the student's responsibility to obtain material presented in class from another student.
- In the event of extended illness, the student is expected to make up lab time or supervised practice rotation that is missed.
- If the student is unable to go to a scheduled experience, she/he must notify the instructor and preceptor prior to the start of the experience. The telephone numbers of the

instructors are listed in this handbook. Telephone and email addresses of the preceptors are listed in the Supervised Practice Rotation Student Handbook.

- Make up time should be arranged at the convenience and knowledge of the instructor and/or preceptor.
- A warning letter will be sent when this policy is violated the first time.
- A student failing to attend an experience without proper notification a second time may be dismissed from the program.

Calendar/Vacation/Holidays

Policy

The didactic and supervised practice courses of the Coordinated Program in Dietetics will observe all regularly scheduled holidays and vacations as outlined on the UAEU calendar.

- See <http://www.uaeu.ac.ae/en/calendar/> for a current academic calendar.

However, the CPD supervised practice rotation schedule does not follow UAEU academic calendar as previously explained in the CPD Supervised Practice Rotation Schedule. An example, of CPD Supervised Practice Rotation Schedule is given in Appendix 1.

Assessment of Student Learning

Policy

All students will become knowledgeable in the Foundation Knowledge and Competencies/Learning Outcomes for the Coordinated Program in Dietetics, and will receive regular assessment of their learning.

Procedure

- The syllabus for each class in the Professional Sequence includes the Foundation Knowledge and Competencies/Learning Outcomes for the Coordinated Program in Dietetics met by each course objective and the method for meeting and/or measuring the objectives. Learning assessment methods include:
 - Exams and quizzes
 - Projects, papers, and abstracts
 - Presentations
 - Group work
 - Class participation
 - Performance in applied labs, simulated experiences, and supervised practice experiences.
- Student's performance will be evaluated at each rotation by the preceptor, and will include evaluations/feedback obtained from other individuals e.g. dietitian(s) that the student has worked with.

Late Assignment

Policy

It is the policy of the CPD that all assignments will be turned in at the time they are called for by the instructor. Assignments should be professionally presented (typed [unless otherwise specified], stapled, etc.)

Procedure

- Students, who will not be in class on the day and time assignments are due, should turn the assignment in before the due date and time.
- Assignments turned in late will have 10% deducted per day. Assignments will not be accepted, if they are more than one week late.
- Common courtesy dictates that students alert their instructors, when an assignment will be late.

Students at Risk

Policy

The Coordinated Program in Dietetics will follow the Discipline and Termination Procedures of the university (http://www.uaeu.ac.ae/en/about/procedures/student_affairs_deanship/pro-sa_02_en.pdf). It is also the policy of the CPD to identify students at risk by the end of junior year of the program.

Procedure

Students at risk

- All at risk students are identified by the end of junior year of the program duration:
 - The student's GPA is ≤ 2.75 by the end of junior year
 - The student is having problems or concerns following the suggested CPD study plan
 - The student's absence record shows a percentage of $\geq 10\%$ in ≥ 2 completed classes
- The Program coordinator will meet with the students at risk to discuss the identified problem and any alternatives or approaches to help the student in their endeavor.
- The progress of the students at risk will be monitored.
- Students are given the option to transfer to the other program in the department – the Nutritional Science Program – or choose another field altogether.

Student Complaints and Grievances

Policy

It is the policy of the Coordinated Program in Dietetics to follow the UAEU policy for resolving any complaints or grievances. Therefore, when students feel they have been treated unfairly, they have the right to voice their concerns through the appropriate channels.

Procedure

- A student should try first to resolve any grievances with the individual instructor.
- If the result is not satisfactory, a conference with the Program Coordinator should be scheduled.
- Appeals may be made to the Department Chairperson.
- Finally, if the student is not satisfied by the resolution, appeals may be made to the CFA dean following the procedures of the university.
- Frequent student-instructor conferences are scheduled and students are welcome to discuss matters pertaining to the program with the Program Coordinator at any time.
- Complaints can be made directly to ACEND only after all other options with the program and institution have been exhausted.

However, ACEND only deals with complaints about compliance or non-compliance with the accreditation standards. The ACEND® board does not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students

Additional information regarding ACENDs procedures for submitting complaints can be found at: <http://www.eatright.org/ACEND/content.aspx?id=7975>

Code of Student Conduct

Policy

The Coordinated Program in Dietetics will follow the Code of Student Conduct of the UAEU.

http://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_02_en.pdf

Procedure

Student Academic Responsibilities

- Attend classes and supervised practice rotations regularly and punctually.
- Be prepared for class.
- Actively participate in learning activities.
- Complete all assignments on time and honestly.
- Observe all regulations of the United Arab Emirates University.

Student Personal Responsibilities

- Treat faculty, staff, visitors and other students with courtesy and consideration.
- Respect and maintain all UAEU property.
- Promote appropriate behavior by example at all times.

Disciplinary/termination procedures during the Supervised Practice Rotations

- Failure to follow the supervised practice site dress code, not complying with working hours (for example, coming consistently late to the training site), and breach of confidentiality may lead to termination of the training.

The UAEU recognizes that students have the right to know the circumstances and manner in which disciplinary provisions will be exercised. All students will be afforded due process.

Details of the code of conduct and related disciplinary procedures, which may be changed from time to time, will be maintained in the CPD Student Handbook and/or other publications.

Social Behavior

Policy

In situations where they may be viewed as representatives of the university, CPD students should not allow their actions to reflect negatively upon university or upon their profession.

http://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_02_en.pdf

Procedure

The CPD provides its students with the knowledge they need to succeed as dietitians as well as develops the character of each student to graduate dietitians, who possess interpersonal qualities essential in the health care profession. Students, faculty, and staff should recognize the right of all individuals to be treated with respect without regard to race, age, gender, disability, national origin, position, religion, or sexual orientation. It is unethical for members of the school community to show disrespect for an individual, whether in behavior or in speech, because of such differences. A student is prohibited from conducting any behavior that is considered a breach to other individuals' rights.

Harassment

Harassment creates a hostile or intimidating environment that interferes significantly with an individual's living conditions. Such an atmosphere can be created by verbal, written, or physical conduct.

a. Physical Harassment

Physical harassment constitutes unwelcome physical contact or verbal threats, menacing or otherwise.

b. Sexual Harassment

Sexual harassment is defined as unwelcome acts of sexual nature, such as sexual advances, requests for sexual favors, and/or other verbal or physical conduct, including written communications, of an intimidating, hostile, or offensive nature, or action taken in retaliation for the reporting of such behavior. This applies to all faculty, staff, administrators, and students on the university grounds or at university-affiliated functions. Sexual harassment is prohibited by national law and university regulations.

Respect for Diversity

In order to maintain a safe and comfortable learning environment, student will show respect for the diversity of their colleagues and will avoid disparaging remarks or actions in regard to a person's race, age, gender, disability, national origin, position, or religion.

Obstruction of Due Process

The faculty, staff, and dietetics students of the CPD program recognize the need to achieve the above objectives through implementation of this Code and therefore would co-operate with the main officers of the faculty by avoiding the following behaviors:

- a. Lying with respect to activities covered by the Code of Conduct
- b. The use of pressure, threat, abuse, or similar practices against any person involved to inhibit or prevent the reporting, investigation, or hearing of an alleged violation of this Code of Conduct
- c. The withholding of evidence pertinent to any case under investigation or being heard, or the giving of false evidence during an investigation or hearing
- d. Action(s) or conduct which hinders, obstructs, or otherwise interferes with the implementation or enforcement of the Student Conduct Code

The UAEU recognizes that students have the right to know the circumstances and manner in which disciplinary provisions will be exercised. All students will be afforded due process.

Details of the code of conduct and related disciplinary procedures, which may be changed from time to time, will be maintained in the CPD Student Handbook and/or other publications.

The Honor Code

Policy

The first injunction of the Coordinated Program in Dietetics Honor Code is the call to “be honest”. Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life’s work, but also to build character. Character is the highest aim of education.

CPD program students should seek to be totally honest in their dealings with others. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

http://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_02_en.pdf

Procedure

Definition of Cheating

Cheating is deliberately attempting to gain marks or academic credit dishonestly. It is also cheating when one helps someone else to gain marks or academic credit dishonestly. It is a form of dishonesty where student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples of cheating include, but are not limited to, the following:

- Sharing or showing answers during an assessment, test or other form of assessment.
- Copying anything done by another student and submitting it as one’s own.
- Giving another student access to one’s software files or other work and allowing him/her to use one’s work as his/her own.
- Bringing to an assessment, information or materials that are not allowed – even if you do not use them.

Definition of Plagiarism

Plagiarism is deliberately presenting another person’s work as your own without acknowledgement. It is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university, in addition academic sanctions that may be applied by an instructor. Inadvertent plagiarism, whereas not in violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one’s own work. In some cases, plagiarism may also involve violations of copyright law.

Intentional Plagiarism: Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

Inadvertent Plagiarism: Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply being insufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance. Examples of plagiarism include, but are not limited to, the following:

Direct Plagiarism: The verbatim copying of an original source without acknowledging the source.

Paraphrased Plagiarism: Using the work of someone else or changing some words and keeping the same structure and the same meaning without noting the source(s) and submitting it as one's own work.

Plagiarism Mosaic: Taking or borrowing of words, ideas, or data from many other sources and putting the pieces together as one document and submitting it as your own work without noting the source(s). It also includes the downloading of information, pictures or charts from the Internet and inserting that material into one's own document and submitting it as one's own work without noting the source(s).

Insufficient Acknowledgment: The partial or incomplete attribution of words, ideas, or data from an original source.

Plagiarism may occur with respect to unpublished as well as published material. Acts of copying another student's work and submitting it as one's own individual work without proper attribution is another serious form of plagiarism.

Fabrication or Falsification

Fabrication or falsification is a form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist
- Attributing to a source ideas and information that are not included in the source
- Citing a source for a proposition that it does not support
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions

Additional Breaches of Academic Dishonesty

Examples of academic dishonesty include, but are not limited to, the following:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others
- Planning with another to commit any act of academic dishonesty
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such a purpose
- Obtaining or providing to another an un-administered test, answers to an un-administered examination or assessment before one should have access to it
- Allowing another person to take a test, examination or assessment for oneself
- Taking a test, examination or assessment for someone else
- Using a computer improperly during an assessment, such as gaining access to unauthorized material, communicating with others during assessments or using files of other users
- Submitting a paper, report, project or other assignment more than once (that has been used before), without disclosure or approval in advance (and in writing) from the teacher
- Gaining unauthorized access to another person's computer files and either using them or causing damage that interferes with another student's work
- Removing books or materials from the library without authorization and preventing others from equal access to those materials
- Improperly changing or attempting to change a grade or other official educational records
- Breaking and entering into a building or office for the purpose of obtaining an unauthorized test
- Continuing work on an examination or assignment after the allocated time has elapsed

IF YOU CHEAT YOU MAY FAIL THE COURSE

Courtesy

Policy

It is the policy of the Coordinated Program in Dietetics that all students and faculty are deserving of, and expected to show, respect and courtesy to one another.

Procedure

- Punctuality is expected as a courtesy to faculty and classmates
- Students should attend all classes, labs, and practice experiences for the assigned amount of time – arriving late and/or leaving early is not acceptable; if illness precludes attendance to a lab, the appropriate instructor should be notified.
- Listen respectfully to others when they speak and refrain from whispering/talking to classmates when others are talking.
- Refrain from eating during classes; if a medical condition requires you to eat at frequent intervals, discuss the situation with the instructor
- Come to class, labs, and practice prepared with the appropriate tools and having completed assigned reading and other assignments.
- Cell phones and other noisemaking electronic devices should be turned off prior to entering the classroom.

Dress and Grooming

Policy

Students are expected to observe the UAE dress and grooming cultural standards. While participating in Food Production Management and Community Nutrition Labs and field trips, additional procedures will apply.

Procedure

The UAE dress and grooming cultural standards of both men and women should always be modest, neat, and clean consistent with the dignity adherent to representing the UAE community and its institutions of education.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty represent the principles and standards of the UAE. Members of the UAEU community commit themselves to observe these standards, which reflect the direction given by the UAEU administration. The dress and grooming standards of the Coordinated Program in Dietetics are in line with the UAE standards.

The dress and grooming standards of the Coordinated Program in Dietetics are as follows:

Men

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Hairstyles should be clean and neat, while avoiding extreme styles or colors. Shoes should be worn in all public campus areas.

Women

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing; has slits above the knee; or is form fitting. Dresses, skirts, and shorts must be knee length or longer. Hairstyles should be clean and neat, avoiding extremes in styles or colors. Shoes should be worn in all public campus areas.

Additional Procedures

Food Production Management Lab:

Men

Clothing: no jeans or corduroy jeans, dress slacks and shirts

Shoes: leather, closed heel and toe – no boots, clogs, sandals, or canvas tennis shoes.

Jewelry: limited to medic alert bracelets, wedding band

Apron: clean apron

Hair: covered with cap or net

If worn, moustaches and beards should be covered with a net, especially in designated production and service areas.

Nails: no nail extensions or colors, short groomed nails

Women

Hair: pulled up, if long, and covered with hair net or head cover. Hair net or head cover should be fastened tight in place covering all hair; it should **not** fall off or have unfastened ends.

Clothing: no jeans or corduroy jeans, otherwise neat, modest slacks, skirt, or dress; must wear conservative hose or stockings. If wearing “abayah”, the UAE national dress for women, student should make sure it does **not** drag on floor in the designated production and service areas.

Shoes: leather, closed heel and toe – no boots, clogs, sandals, or canvas tennis shoes

Jewelry: limited to medic alert bracelets, wedding rings, post earrings

Excessive ear piercing and all other body piercing are not acceptable.

Make-up: moderate

Nails: no nail extensions or colors, short groomed nails

Community Nutrition Lab and Field Trips:

When participating in field trips or in Community Nutrition experiences students must observe the UAE dress and grooming cultural standards, with the exception that jeans, sandals, and flip-flops are **not** to be worn.

Students Support Services

Procedure

For a listing of services available, students are referred to the UAEU Students Homepage http://www.uaeu.ac.ae/en/current_students/

Advising & Counseling Center

For academic counseling, personal and social counseling, career counseling, psychological testing, and consultation visit this website:

http://www.uaeu.ac.ae/en/about/policies/student_affairs_deanship/pol_pro-sa_06_en.pdf

iWIL online system

The service encompasses CV writing and job placement. For more information, visit the following website:

http://www.uaeu.ac.ae/en/dvcsae/student_career/internships.shtml

Travel Liability Insurance

Policy

It is the policy of the United Arab Emirates University to insure all students and employees travelling by university buses and cars from or to campus, program related field trips, and university off-campus activities.

The UAEU or any employee thereof is not deemed liable for the personal safety of students as they travel via personal transportation.

Procedure

The UAEU includes all students and employees under their travel liability insurance, when they travel from and to campus, program related field trips, university off-campus activities and event. Full coverage is ensured, if, and only if, the person is travelling via university transportation means.

Students travelling via personal transportation will maintain their own auto and personal liability coverage.

Malpractice Liability Insurance

Students enrolled in any part of the Supervised Practice Experiences are required to obtain their preceptors' approval of all submitted work. Thus, the Coordinated Program in Dietetics is not required to cover students under a Malpractice Liability Insurance policy.

Procedure

All preceptors working in the training facilities are covered under a Malpractice Liability Insurance policy, as required by UAE laws and regulations. All students, who are training in organizations affiliated with the NHD SP rotations program, are required to obtain their preceptors' approval before submitting any of their work. This may include, but is not limited to such work as nutrition assessments, diet orders, meal plans, nutrition education, nutrition advice, etc. Therefore, it is not a requirement of the CPD to cover its students under a Malpractice Liability Insurance policy.

Medical Insurance

Policy

It is the policy of the Coordinated Program in Dietetics to ensure that all students enrolled in the program are covered under a Medical Insurance policy in line with the Health Authority – Abu Dhabi (HAAD) laws and regulations.

Procedure

The CPD ensures that all students enrolled in the program, who are training in organizations affiliated with the NHD SP rotations program, are covered under a Medical Insurance policy, in line with the Health Authority – Abu Dhabi (HAAD) laws and regulations.

http://www.haad.ae/haad/Portals/0/Health%20Regulation%20Laws/Book2_En/index.html

National Students are covered by “Thiqa”, which is a government controlled Health Insurance provider.

Expat Students are covered through their parents and/or sponsors. Those who do not receive this kind of coverage are required to purchase coverage through the university, for an annual rate that changes each year according to the negotiations between the Contracts & Purchasing Department (UAEU) and the Health Insurance Providing Company. Anyone who fails to prove coverage will be fined according to the HAAD regulations.

International Students, who are sponsored by the UAEU, are covered automatically, once they enroll in any of the undergraduate programs.

Illness or Injury While in a Facility for Supervised Practice

Policy

Students will know the procedure for reporting illness or injury while at a facility for supervised practice.

Procedure

The student will report any illness incurred on the job to the current preceptor and the instructor/Program Coordinator at UAEU.

Emergency treatment is usually provided by the Supervised Practice providing facility according to their policies and procedures.

They will follow the policy and procedure in notifying the emergency contact for students, which is usually the course instructor or Program Coordinator.

Students or the emergency contact, are asked to provide proof of insurance and consent to treatment on an individual basis.

Standards for Oral Presentations

Policy

Oral presentations must be well prepared and professionally presented.

Procedure

- Oral presentations must follow specific procedures as outlined in each class.
- In general, evaluation will be based on the following criteria:
 - Content: complete and thorough
 - Use of visual aids, teaching techniques
 - Organization and clarity
 - Ability to answer questions
 - Professional appearance, delivery and poise

.

Dietetics Portfolio

Policy

Each student will be required to organize a Dietetics Portfolio. The Portfolio will showcase the student's progress and skills and serve as a template for Professional Development.

Procedure

- The Portfolio will be a compilation of key assignments and projects completed during the Coordinated Program in Dietetics
- Dietetics Portfolio projects will be identified in each course syllabus. During the SP rotations, the student will select those projects/papers/assignments to include based on what best meets their professional goals.
- Purchase a three-ring binder as the basis for the portfolio (by the senior year, a 3" binder is needed – a smaller one may be used initially, if desired.); during the SP rotations, the student should utilize "professional-looking" materials to organize the Portfolio: i.e. plastic page protectors, dividers, and other organizational materials will be used as needed.
- Initially, the Portfolio will be evaluated by all dietetics faculty members once a year. During the SP rotations, the Portfolio will be evaluated twice.

Supervised Practice Rotations Portfolio

Policy

Each student will be required to organize an SP rotations Portfolio. The Portfolio will showcase the student's progress and the completion of their SP rotations.

Procedure

- The SP rotations Portfolio will be a compilation of key assignments and projects completed during all three areas of the Supervised Practice rotations.
- The portfolio will also include all preceptors' evaluations, as well as students' facility evaluation and reflection reports.
- The portfolio will be evaluated by the Program Director at the end of all three SP rotations
- The following are three templates to be used to create the SP rotations portfolio; the first is to include key assignment and projects completed in all three rotations, the other three are to use each in the beginning of their corresponding SP Rotation part of the portfolio

Template 1.

Supervised Practice Rotation Templates

Please use only the approved templates

(You will receive soft copies of these from the Program Coordinator)

Coordinated Program in Dietetics

Student name (ID #)

Rotation: Food Service Systems

Management

Training Facility: Tawam Hospital Food

Services Section

Start Date:

End Date:

Coordinated Program in Dietetics

Student name (ID #)

Rotation: Community Nutrition

**Training Facility : Public Health and
Research Division, Health Authority -
Abu Dhabi**

Start Date:

End Date:

Coordinated Program in Dietetics

Student name (ID #)

Rotation: Clinical Nutrition

Health Facilities: Imperial College London

Diabetes Centre (ICLDC), Amana Health

Care, Al-Ain Hospital, and Tawam Hospital

Health Facility	Duration	From – To
ICLDC	2 Weeks	6.8.17-17.8.17
Amana Healthcare- Al Ain	2 Weeks	20.8.17-21.8.17
Al Ain Hospital	4 Weeks	10.9.17-5.10.17
Tawam Hospital – Clinical	5 Week s	8.10.17-9.11.17

Coordinated Program in Dietetics

Rotation type:

Site:

Reflection Reports

Coordinated Program in Dietetics

Rotation type:

Site:

Evaluations

Template 2.

COORDINATED PROGRAM IN DIETETICS

Rotation: Clinical Nutrition

Table of Contents

Training Site	Content
Amana Health Care	1-Log Hours 2-Goals 3-Reflection Reports 4. Case Documentations 5-Assignments/Reports 6-Final Case 7-Evaluation Booklet
ICLDC	1-Log Hours 2-Goals 3-Reflection Reports 4. Case Documentations 5-Assignments/Reports 6-Final Case 7-Evaluation Booklet
Al Ain Hospital	1-Log Hours 2-Goals 3-Reflection Reports 4. Case Documentations 5-Assignments/Reports 6-Final Case 7-Evaluation Booklet
Tawam Hospital	1-Log Hours 2-Goals 3-Reflection Reports 4. Case Documentations 5-Assignments/Reports 6-Final Case 7-Evaluation Booklet

Template 3.

COORDINATED PROGRAM IN DIETETICS

Rotation: Community Nutrition

Training Facility: Health Authority – Abu Dhabi

August 6-September 14, 2017

Table of Contents

1	Hours Log Sheet (must be signed by Preceptor)
2	Supervised Practice Rotation Goals
3	Summary of Activities (Provide up to 1page summary of the main activities)
4	Reflection Reports
5	Activities and Reports: Details and supporting documents of the all activities undertaken should be included in portfolio (related to above list). Material developed in Arabic must have an English cover sheet – Topic/Workshop Date
6	Evaluation Booklet

Template 4.

COORDINATED PROGRAM IN DIETETICS

Rotation: Food Service Systems Management

Training Facility: Food Service Section – Tawam Hospital

August 6-September 14, 2017

Table of Contents

1	Hours Log Sheet (must be signed by Preceptor)
2	Supervised Practice Rotation Goals
3	Summary of Activities (Provide up to 1page summary of the main activities undertaken)
4	Reflection Reports
5	Activities and Reports (Details and supporting documents of the all activities undertaken should be included in portfolio)
6	Evaluation Booklet

File System

Policy

A filing system designed to meet your needs can simplify your study or work and keep massive amounts of information at your fingertips. It is the policy of the Coordinated Program to strongly encourage each student to develop and maintain their own filing system.

Procedure

- Begin with 2 cardboard file boxes, many manila folders, and tab strips.
- The following pages list suggested major headings (the ones in bullets) to set up a filing system. It may be expanded easily as your supply of topics grows.
- You are encouraged to set the entire system up initially, saving time later on.
- At the end of each semester, disassemble your class notebooks and add them to the appropriate folders.
- Examples and suggestions follow on next page.

NLN (Normal Nutrition)

Example of the file heading:

NLN Nutrition in Life Cycle - Infancy

Examples:

- Athletes/Sports Nutrition
- Breakfast
- Dental Health
- Ethnic Food patterns
- Fitness
- Food Pictures
- General Nutrition
- Government Nutrition Programs
- Herbs
- Label Reading
- Low Cost Meal Planning
- Meal Planning
- Minerals
- MyPlate.gov
- National Health Objectives
- Nutrition Education
 - American Cancer Association
 - American Heart Association
 - Catalogues
 - Dairy Council
 - March of Dimes
 - Methods
- Nutrition in the Life Cycle
 - Adulthood
 - Childhood
 - Geriatric
 - Infancy
 - Lactation
 - Pregnancy
 - Pre-Natal Education
- Posters
 - Food Guide Pyramid

- Public Health
 - Block Grants
 - Food Banks
 - Homeless
 - Legislation
 - Nutrition Surveys and Surveillance
 - Program Planning

• Quackery

• RDA

• Snacking

• Vegetarianism

• Vitamins

AND (Academy of Nutrition and Dietetics)

Example of the file heading:

AND – Verification Forms

Examples:

- Academic Verification Forms
- Catalogue
- Continuing Education
- Legislative Process
- Practice Group Newsletter
- Registration
 - Exam Info

CLN (Clinical Nutrition)

Example of the file heading:

CLN Diabetes – Dining Out

Examples:

- AIDS/ARC
- Alcohol/Alcoholism
- Allergies/Food Sensitivity

- Assessment, Nutritional
 - Hospitalized Patients
 - Outpatient Services
- Behavior, Nutrition and
- Cancer
- Cardiovascular disease
 - Atherosclerosis
 - Exercise
 - Fat Restriction/Modification
 - recipes
 - Hypertension
 - Exercise
 - Sodium Restriction
- Charting
- Childhood Diseases
 - Diseased Child
 - Failure to Thrive
 - High Risk Pregnancy
 - Inborn Errors of Metabolism
 - Infectious Disease
 - Oncology
- Death and Dying
- Diabetes
 - Complications
 - Dietary Modifications
 - Dining Out
 - Education
 - Exercise
 - Exchange List
 - General Care
 - Insulin therapy
 - Insulin Pump
 - Pathology
 - Pregnancy/Gestational
 - Recipes, conversion to exchanges
 - Recipes, cooking tips
 - Sick Days
 - Type I
 - Type II
- DRG
- Drugs/Pharmacology
- Eating Disorders
 - Anorexia
 - Bulimia
 - Compulsive Eating
- Extended Care Facilities
- Fee for Service
- Fiber
- Gastrointestinal Disorders
 - Dysphasia
 - Gastric
 - Bowel
 - Lactose Intolerance
- Handicapping Conditions
 - ADL
 - Developmental Disorders
 - Feeding Aids
- Hyper-metabolism
 - Critical Care Assessment
 - Metabolic Monitoring
 - Shock
 - Thermal Injury
 - Trauma and Stress
- Hypoglycemia
- Liver Disease
- Malnutrition
- Medical Terminology
- Newborn ICU
- Nutrition Support
 - Complications
 - Enteral/Tube
 - Home TPN/Tube
 - Neonatal TPN
 - Nutrient Requirements
 - Oral Supplement
 - Total Parenteral Nutrition
 - Peripheral Parenteral Nutrition

- Product Information
 - Obesity
 - Behavior Modifications
 - Diet
 - Cooking
 - Fad Diets
 - Drugs
 - Exercise
 - Maintenance
 - Pathology
 - Psychological Factors
 - Surgery
 - Osteoporosis
 - Renal Disease
 - Acute Disease
 - Dietary Treatment
 - Dialysis
 - Transplants
 - Respiratory Failure –COPD
 - Taste Acuity
 - Test Diets
 - Underweight
 - Women’s Health Issues
- FSA (Foodservice Systems Administration)

Example of the file heading:

FSA Management Cycle - Planning

Examples:

- Assertiveness
- Cafeteria Promotions
- Computers in Dietetics
- Communication
- Cost Control
 - Labor Cost
 - Food Cost
- Creative Thinking/Problem Solving
- Employment Process
- Financial Control
- FS Equipment – Major
- FS Equipment – Minor
- Foodservice Systems
 - Assemble/Serve
 - Commissary
 - Conventional
 - Cook Chill/Cook Freeze
- Functional Subsystems
 - Procurement
 - Sensory Analysis
 - Value Analysis
 - Vendor Selection
 - Purchasing
 - Receiving/Storage
 - Inventory Control
 - Production
 - Forecasting
 - Production Schedule
 - Cooking Methods
 - Distribution/Service
 - Cart Systems
 - Table Setting
 - Sanitation/Maintenance
 - Food Borne Illness
 - Time – Temperature
 - HACCP
 - Equipment Maintenance
 - Safety
- Job Descriptions
- Job Specifications
- Layout and Design
- Management Cycle
 - Planning
 - Organizing
 - Staffing
 - Directing
 - Controlling
- Management Style/Theories

- Marketing
- Menu Planning
 - Cycle Menus
- Menu – Restaurant
- Orientation/Training
 - Catalogues
 - In-Service Education
- Performance Appraisal
- Policies and Procedures
- Portion Control
- Professional Dress and Grooming
- Purveyors (Suppliers, Vendors, etc.)
- Quality Assurance/CQI
- Quantity Recipes
- Recipe Standardization
- Rethermalization
- School Lunch
- Work Design/Ergonomics
- Work Outlines

Standards for an Acceptable Paper

Policy

The purpose of any paper is to communicate ideas and information effectively. It follows that an acceptable paper should have something significant to say and should say it clearly, accurately and convincingly. The policy-required papers would follow the outlined format.

THE FUNCTION OF WRITING IN DIETETICS

In the professional sequence of the Dietetics Program, you will acquire knowledge and develop skills in the three primary areas of dietetics: medical nutrition therapy, community nutrition, and foodservice systems management. In addition, you will develop some "umbrella skills," meaning skills that cover or surround everything else you do in dietetics.

Chief among the umbrella skills is writing. As a dietitian, you may write for many different audiences. Depending on your area of practice, your writing may be very technical or very simple, but regardless of setting, write you will!

Professional writing ranges from notes in the medical record, a brief but important form of communication between you and other healthcare team members, to research publications in professional journals. Dietitians also communicate with each other via monographs, commentaries, and "best-practice" reports in newsletters and trade journals.

Writing for the public involves translating technical information and language into a "news you can use" format. You may find yourself writing for newspapers or magazines, preparing brochures for industry clients, or scripting events like National Nutrition Month.

Dietitians who see patients or clients in either the in- or out-patient setting must be adept at writing disease-specific instructional material. The materials must be correct, concise, and useful, so you need to know how to target various literacy levels, different learning styles, and possibly even different languages.

Management dietitians communicate with customers, suppliers, co-workers, and employees. You may be writing memos, policy and procedure manuals, specifications, or executive summaries of projects.

In every practice area, effective dietitians communicate effectively. Assignments and exercises in every course in the professional sequence are intended to increase your written (or verbal) communication skills in addition to helping you learn specific course content. Remember, you cannot not communicate. Inattention to spelling and grammar rules, failure to use appropriate language for the audience, and inability to connect concepts logically all communicate something that detracts from your intended message. So pay attention to how you write something, not just to what you write. In addition to making you and your

message more credible to others, time spent in writing well will clarify ideas, concepts, and principles in your own mind. The audience you influence most just might be you!

Procedure

When a definite assignment has been given, the paper should conform exactly to that assignment.

1. When no definite assignment has been given, the paper should still accomplish what it set out to do and not wander from its own stated purpose.
2. A significant and clearly stated central idea should control the entire paper. No other virtues can compensate for a muddled or missing central idea.
 - a. The central idea should not be merely a repetition of one expressed by the instructor (or some authority), though it may be an extension of such an idea.
 - b. The central idea should be stated clearly and concisely so that it can benefit both the student as he/she writes the paper and teacher as he/she reads the paper.
 - i. The student should be urged to state his/her controlling idea early in the paper so that the supporting evidence can be better evaluated for its effectiveness and relevance
 - ii. The student should not be "given the benefit of the doubt" in the statement of the controlling idea. If the instructor cannot find the central idea, he/she should assume that one does not exist.

(NOTE: Some papers, such as book reports, summaries, descriptions, processes, reviews of literature, etc. may not present "ideas" as such; nevertheless, even these papers should be controlled by a clear statement of purpose.)

3. The paper should contain convincing and sufficient support for the central idea.
 - a. The support should satisfy both readers who agree with the conclusions of the paper and readers who do not. (A weakly supported series of generalizations, an unassimilated collection of quotations, or a narrow partisan argument which ignores important contradictory evidence cannot be considered acceptable.)
 - b. Whenever possible, the support should be factual and verifiable.
 - c. If the support is mainly logical, rather than factual, the logic should withstand critical scrutiny.
4. This organization of the paper (both of the whole and the parts, including each individual paragraph) should be clear to the reader, and all parts should "stick together" to form one smoothly unfolding idea.
 - a. The organization should be consistent with the central idea and should help to clarify the relationship of the central idea and the supporting evidence.

- i. The relationship between ideas and supporting evidence should always be clear. The reader should never have to ask "What does this have to do with your point?"
 - ii. The proportion of the paper allotted to any section should reflect the relative importance of that section. A minor idea should never be discussed at length nor a major one be given only cursory treatment.
 - b. The paper should read clearly and smoothly.
 - i. The student should provide signals (transitions, headings, etc.) to show how sections relate to each other and to the central idea.
 - ii. Jarring gaps in thought (where the student has leaped too abruptly from one sentence to the next or from one paragraph or section to the next) always confuse the reader. They may occur simply because the student has failed to put all that was in his mind into the paper, but they suggest superficial thinking and a failure to see relationships.
5. The diction (word choice) of the paper should be precise and economical. Even though some of the student's academic models encourage him in thinking that wordy, pretentious, jargon-ridden language is "impressive" he should be brought to recognize that such language is irritating and confusing to a reader and seriously lessens the effectiveness of the paper.
6. Terminology used should be consistent throughout the whole paper. Using different forms or names for the same term confuses the reader and diminishes the intellectual capacity of the idea.
7. The paper should meet acceptable standards of sentence structure, spelling, and punctuation. It should be literate. If a paper contains numerous technical errors, it will be returned to the student for rewriting before it is accepted for evaluation or credit. (Many mechanical errors, perhaps most, result from carelessness and failure to revise, and from a calculated estimate of the quality of work the teacher will accept). This should be kept in mind relative to final due date.
8. Form. The following pages give examples of the use of headings, citation in the body of the paper, and references.
9. The paper must be typewritten with a title page

Standards for an Acceptable Paper: Format Guidelines

Policy

Any use of heading, references, or citations in papers must conform to the format outlined below.

Procedure

- **Use of headings**

The headings correspond to the parts of an outline.

I = First level (I, II, III, IV...)

A = Second level (A, B, C, D...)

1 = Third level (1, 2, 3, 4...)

a = Fourth level (a, b, c, d...)

i = Fifth level (*i, ii, iii, iv...*)

- The title is not part of the outline, but generally receives a first level heading or is placed on a title page rather than on the first page of text.

FIRST LEVEL HEADINGS

Second Level Headings

Third Level Headings

Begin text here...

Fourth Level Headings. Begin text here...

Fifth Level Headings. Begin text here...

Examples of Headings

RESULTS AND DISCUSSION

Initial Survey Results

Characteristics of Sample

Demographic. The 87 participants in the study were fairly evenly distributed in three age groups: 60 to 65 years (29.9 percent), 66 to 75 years (34.5 percent), and older than 75 years (35.6 percent) (Table I). The sample was predominantly female (69 percent), as was anticipated for this age group. The education level was very high, 49.5 percent holding either a baccalaureate or higher degree. This finding is consistent with the statement of Krond et al. (76) that elderly persons who respond to research studies frequently have a high educational background. The high education level also might be expected in a university community.

Lifestyle. Table 2 shows participant lifestyle characteristics. Of the sample, 41.2 percent lived alone and 58.8 percent lived with a spouse or other family member. Significant differences were disclosed in living arrangements by both age and gender (Tables 21, 22, Appendix K). Those over 75 years and females were more likely to live alone than either those in younger age groups or males.

The majority of the sample had no dietary restrictions, and only 21.8 percent reported minor restrictions. None of these modifications, primarily reducing salt or cholesterol, was neither severe nor precluded study participation.

- Use the American Psychological Association (APA) referencing style in all your papers and reports.

Standards for an Acceptable Paper: Reference and Citation Guide

Policy

The reference style used in dietetics course is that of APA. The American Psychological Association style of references.

Procedure

Quick Guide to the APA Referencing Style Updated August 2017

What is referencing? Referencing is a system used in assignments to indicate where evidence, ideas, theories, facts, or any other information was found. You should provide enough information for anyone reading your work to be able to find your sources.

References: follow the basic structure of Author/s. (Date). Title. with additional information depending on the item.

Why is referencing important? Referencing indicates which sources you have used in your work and, by acknowledging your sources, helps you to avoid academic malpractice. Penalties for academic malpractice range from a written warning to exclusion from the university.

What is the APA referencing style? APA is the main referencing style used at many universities. Some colleges or departments use variations on the APA referencing style, so please check with them to see if their requirements vary from these guidelines.

In-text citation: You should make a note in the text of the work you are referencing by citing the author and date. You can do this in three ways:

- In 2014, evidence by Smith and Jones argued that...
- It has been argued (Smith & Jones, 2014) that...
- Smith and Jones (2014) argued that...

Help with Referencing

- These are examples of the most commonly referenced resources. A comprehensive guide (which explains how to reference some of the more unusual formats such as art works) is available online on the APA website <http://www.apastyle.org/> . Ask your librarian for the 2016 APA guide.

In-text citation	List of References
Book	
In 2012, Winchcombe and Winchcombe argued that ...	Winchcombe, J., & Winchcombe, M. (2012). <i>Creative writing for English students</i> . (2 nd ed.). London, United Kingdom: London University Press.
E-book from Library Search or Library Catalogue	
This point has been repeatedly stressed (Roberts & White, 2013) ...	Roberts, I. L., & White, F. (2013). <i>SPSS for students</i> . Retrieved from http://www.dawsonera.com You will need to find the homepage of the e-book collection
Chapter in an Edited Book	
(Hultum, 2012) ...	Hultum, S. M. (2012). The ankle. In F. H. Smith (Ed.), <i>The human body</i> (pp. 12-19). London, United Kingdom: London University Press.
Print Journal Article	
McKay (2010) stated that ...	McKay, I. (2010). Strategic management in the UK government. <i>Business Management Today</i> , 9(4), 35-42.
Electronic Journal Article	
Martin (2007) confirmed that ... This was disputed in 2001 by Welch ...	Martin, G. (2007). Designing a poster campaign. <i>Modern Graphic Design</i> , 12(4), 7-17. https://doi.org/10.2388/1848.4595 Welch, E. (2001). Designing student posters. <i>Graphics Today</i> , 16, 5-8. Retrieved from http://www.graphicstoday.com Many journal articles now have a doi (digital object identifier) which should be used. If a doi is not available, use the URL of the journal homepage
Document/Page from a Website	
The Department for Education (2013) ... (Smith, 2013)	Department for Education. (2013). <i>Key Stage 3 changes</i> . Retrieved from http://www.education.gov.uk/ks3changes Smith, H. J. (2013). <i>Student finance 2013</i> . Retrieved from Department for Education website: http://www.education.gov.uk/finance2013 When referencing documents or pages from websites, you do not need to repeat the publisher if the publisher and the author are the same. Do not underline website urls.

The color-coding is for illustrative purposes only. Your references should be in black.

List of References: The List of References appears at the end of your assignment and should be arranged alphabetically. It contains all the works referenced in your assignment. APA uses double-line spacing with a hanging indent for its List of References.

Ellis, T. H. (1974). *Recollections of a Sheep Farmer*. London, United Kingdom: Macmillan.

Ellis, T. H., Harris, T. C., & Brown, A. (1967). *The Encyclopaedia of Sheep*. London, United Kingdom: Routledge.

Ellis, V. (1999). Does every family have a black sheep? *Family Law Today*, 14(6), 58-79. <https://doi.org/18.2000.1982-8241>

Jones, I. (2006). *Sheep Breeding*. Retrieved from Department for Agriculture website: <http://www.sheeplopedia.com/sheepbreeding>

Standards for an Acceptable Case Study Presentation

Policy

The students are responsible for presenting various case studies during the Coordinated Program in Dietetics supervised practice experiences. The policy requires presentations would follow the outlined format.

Procedure

OUTLINE FOR CASE STUDY

This outline is to be used as a guide for the development of your case studies. Each major topic needs to be addressed, but the orders and details can be changed to fit the specific case. All case studies should be typed and prepared for oral presentation. A Power Point presentation is recommended.

I. General information:

- Patient's initials
- Patient's age
- Nationality
- Status in life - job title, marital status

II. Report on Admission

- Date of admission
- Present illness - onset, duration
- Diagnosis
- General condition upon admission
- General orders- diet, medication, drugs, etc.

III. General Health and Dietary History (if related to present illness)

IV. Special history

- Family responsibilities
- Social conditions affecting health - economic, familial, emotional, and/or psychological

V. Discussion of disease or condition

- History
- Incidence
- Etiology
- Symptoms (Identify those reversible with nutritional intervention.)
 - Clinical
 - Pathological

- Treatment (Discuss those applicable) - medical, surgical, chemotherapy, dietary (Nutritional Care Plan)
- Prognosis

VI. Progress of this patient

- Medical and/or surgical treatment -List long term complications
- Dietary treatment - Indicate and discuss any limitations the prescribed diet may have in terms of allowable foods.

VII. Summary

Faculty Directory of Coordinated Program in Dietetics

Dietetics Program Coordinator
Habiba I. Ali, PhD, RD, CDE
Associate Professor
050 533 9640
habAli@uaeu.ac.ae

Wissam Ibrahim, PhD.
Professor
Wibrahim@uaeu.ac.ae

Amjad Jarrar, MSc.
Instructor of Human Nutrition
AmjadJ@uaeu.ac.ae

Rubina Sabir, MSc.
Instructor of Human Nutrition
rubsab@uaeu.ac.ae

Aisha Matar
Secretary, Nutrition and Health
Department
03 713 6568
a.matar@uaeu.ac.ae

Ayesha Al Dhaheeri, PhD
College of Food and Agriculture, Vice
Dean
Nutrition and Health Department, Chair
Associate Professor
03 713 6020
Ayesha_Aldhaheeri@uaeu.ac.ae

Carine Platat, PhD.
Assistant Professor
PlatatCarine@uaeu.ac.ae

Salma Alhebshi, MScFN
Instructor of Human Nutrition
salma.alhebshi@uaeu.ac.ae

Hamda Almatroushi
Academic Advisor – Academic Unit
03 713 6564
hamda.j@uaeu.ac.ae

APPENDIX 1. Sample Supervised Practice Rotation Schedule

Fall 2017 Supervised Practice Rotation Schedule Rotation (Internship): August 6, 2017-January 25, 2018 (Sample)													
	Name	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6	Student 7	Student 8	Student 9	Student 10	Student 11	Student 12
	ID #												
Week	Dates												
1	Aug. 6-10	Al Ain Hospital	Al Ain Hospital	Amana Healthcare Al Ain	Amana Healthcare Al Ain	HAAD	HAAD	HAAD	Food Service Tawam	Food Service Tawam	Food Service Tawam	Amana Healthcare - AD	Amana Healthcare - AD
2	Aug. 13-17	Al Ain Hospital	Al Ain Hospital	Amana Healthcare Al Ain	Amana Healthcare Al Ain	HAAD	HAAD	HAAD	Food Service Tawam	Food Service Tawam	Food Service Tawam	Amana Healthcare - AD	Amana Healthcare - AD
3	Aug. 20-24	Al Ain Hospital	Al Ain Hospital	Tawam Clinical	Tawam Clinical	HAAD	HAAD	HAAD	Food Service Tawam	Food Service Tawam	Food Service Tawam	Amana Healthcare - AD	Amana Healthcare - AD
4	Aug. 27-31	Al Ain Hospital	Al Ain Hospital	Tawam Clinical	Tawam Clinical	HAAD	HAAD	HAAD	Food Service Tawam	Food Service Tawam	Food Service Tawam	ICLDC - AD	ICLDC - AD
	Sept. 3-7	EID AL FITR HOLIDAY											
5	Sept. 10-14	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Tawam Clinical	Tawam Clinical	HAAD	HAAD	HAAD	Food Service Tawam	Food Service Tawam	Food Service Tawam	ICLDC - AD	ICLDC - AD

6	Sept. 17-21	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Tawam Clinical	Tawam Clinical	ICLDC - Al Ain	ICLDC - Al Ain	ICLDC - Al Ain	HAAD	HAAD	HAAD	Rashid Hospital	Rashid Hospital
7	Sept. 24-28	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Tawam Clinical	Tawam Clinical	ICLDC - Al Ain	ICLDC - Al Ain	ICLDC - Al Ain	HAAD	HAAD	HAAD	Rashid Hospital	Rashid Hospital
8	Oct. 1-5	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam	Al Ain Hospital	Al Ain Hospital	Al Ain Hospital	HAAD	HAAD	HAAD	Rashid Hospital	Rashid Hospital
9	Oct. 8-12	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam	Al Ain Hospital	Al Ain Hospital	Al Ain Hospital	HAAD	HAAD	HAAD	Rashid Hospital	Rashid Hospital
10	Oct. 15-19	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam	Al Ain Hospital	Al Ain Hospital	Al Ain Hospital	HAAD	HAAD	HAAD	Rashid Hospital	Rashid Hospital
11	Oct. 22-26	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam	Al Ain Hospital	Al Ain Hospital	Al Ain Hospital	ICLDC - Al Ain	ICLDC - Al Ain	Amana Healthcare - AD	Dubai Hospital	Dubai Hospital
12	Oct. 29- Nov. 2	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Amana Healthcare Al Ain	ICLDC - Al Ain	ICLDC - Al Ain	Amana Healthcare - AD	Dubai Hospital	Dubai Hospital
13	Nov. 5-9	ICLDC - Al Ain	ICLDC - Al Ain	HAAD	HAAD	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Al Ain Hospital	Al Ain Hospital	ICLDC - AD	Dubai Hospital	Dubai Hospital
14	Nov. 12-16	ICLDC - Al Ain	ICLDC - Al Ain	HAAD	HAAD	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Amana Healthcare Al Ain	Al Ain Hospital	Al Ain Hospital	ICLDC - AD	Dubai Hospital	Dubai Hospital
15	Nov. 19-23	Food Service Tawam	Food Service Tawam	HAAD	HAAD	Tawam Clinical	Tawam Clinical	Tawam Clinical	Al Ain Hospital	Al Ain Hospital	SKMC	Food Service Tawam	HAAD
16	Nov. 26-30	Food Service Tawam	Food Service Tawam	HAAD	HAAD	Tawam Clinical	Tawam Clinical	Tawam Clinical	Al Ain Hospital	Al Ain Hospital	SKMC	Food Service Tawam	HAAD

17	Dec. 3-7	Food Service Tawam	Food Service Tawam	HAAD	HAAD	Tawam Clinical	Tawam Clinical	Tawam Clinical	Amana Healthcare Al Ain	Amana Healthcare Al Ain	SKMC	Food Service Tawam	HAAD
18	Dec. 10-14	Food Service Tawam	Food Service Tawam	Al Ain Hospital	Al Ain Hospital	Tawam Clinical	Tawam Clinical	Tawam Clinical	Amana Healthcare Al Ain	Amana Healthcare Al Ain	SKMC	Food Service Tawam	HAAD
19	Dec. 17-21	Food Service Tawam	Food Service Tawam	Al Ain Hospital	Al Ain Hospital	Tawam Clinical	Tawam Clinical	Tawam Clinical	Amana Healthcare Al Ain	Amana Healthcare Al Ain	SKMC	Food Service Tawam	HAAD
20	Dec. 24-28	HAAD	HAAD	Al Ain Hospital	Al Ain Hospital	Food Service Tawam	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	Cleveland Clinic-AD	HAAD	Food Service Tawam
21	Dec. 31- Jan. 4	HAAD	HAAD	Al Ain Hospital	Al Ain Hospital	Food Service Tawam	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	Cleveland Clinic-AD	HAAD	Food Service Tawam
22	Jan. 7-11	HAAD	HAAD	ICLDC - Al Ain	ICLDC - Al Ain	Food Service Tawam	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	Cleveland Clinic-AD	HAAD	Food Service Tawam
23	Jan. 14-18	HAAD	HAAD	ICLDC - Al Ain	ICLDC - Al Ain	Food Service Tawam	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	Cleveland Clinic-AD	HAAD	Food Service Tawam
24	Jan. 21-25	HAAD	HAAD	ICLDC - Al Ain	ICLDC - Al Ain	Food Service Tawam	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	Cleveland Clinic-AD	HAAD	Food Service Tawam

ICLDC - Imperial College London Diabetes Centre); SKMC (Sheikh Khalifa Medical City)

Rotations= 920 hours: Clinical Nutrition: 520 hours (14 weeks); Food Service Systems Management: 200 hours (5 weeks); Community Nutrition: 200 hours (5 weeks)