



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

STUDENT HANDBOOK



“...[W]e have introduced undergraduate and graduate programs that trace, pursue, and seek scientific and technical advances, and are consistent with practices at leading international universities.”

“We share immense pride in the ways in which the University is fulfilling its role in empowering the current generation to meet the challenges of today and to serve the national agenda for the next 50 years in the development of the United Arab Emirates.”

H.E. Zaki Anwar Nusseibeh
Chancellor, United Arab Emirates University

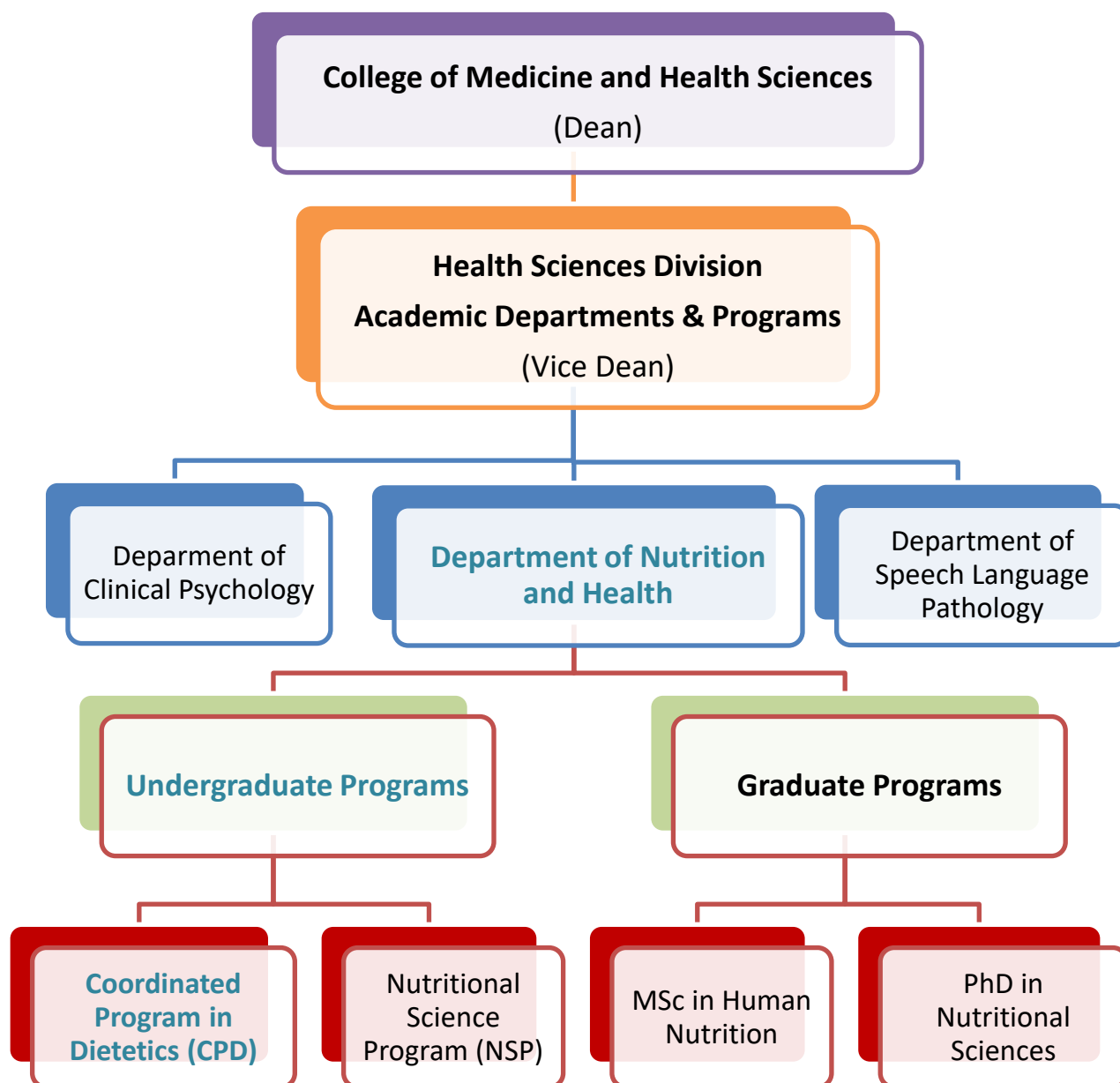
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UNITED ARAB EMIRATES UNIVERSITY
College of Medicine and Health Sciences
Health Sciences Division
Department of Nutrition and Health
The Coordinated Program in Dietetics

Coordinated Program in Dietetics (CPD) Organizational Chart



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– Program graduates will be competent, entry-level dietitians

Objectives:

- a. At least 80% of students complete program requirements within 3.75 years (150% of planned program length).
- b. Of graduates who seek employment, at least 60% percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (RE 2.1.c.1.b).
- c. At least 80% percent of program graduates take the country's dietitian credentialing exam within 12 months of program completion. **
- d. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the country's dietitian credentialing exam is at least 80%. #
- 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 85% of the supervised practice rotation preceptors responding to surveys on a scale of 1-5 (5=excellent) will rate the students as 3 (satisfactory) or better on overall performance during the placement

Goal #2 Program graduates will 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 2 years.
- b. Over a 3-year period, 60% of graduates will be active members of professional associations within 12 months post-graduation.
- c. 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.*

*** The Regulatory Health Authorities in the UAE requires graduates of UAEU's CPD to complete an additional six-month practicum before being eligible to sit for the credentialing examination.*

The Regulatory Health Authorities in the UAE require dietetic graduates to pass a licensing exam administered by the Department of Health - Abu Dhabi (DOH-AD), the Ministry of Health and Prevention (MOHAP), Dubai Health Authority (DHA) or Sharjah Health Authority (SHA).

Accreditation Status

The Coordinated Program in Dietetics at UAEU has obtained full accreditation status in January 2019, 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

The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to nutrition and dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the profession and to set forth commitments and obligations of the nutrition and dietetics practitioner to the public, clients, the profession, colleagues, and all others to which they provide service. The updated Code of Ethics was approved by the Academy Board of Directors and the Commission on Dietetic Registration, effective June 1, 2018.

The Code of Ethics applies To The following Practitioners:

- All members of the Academy who are credentialed by CDR
- All members of the Academy who are not credentialed by CDR
- All CDR credentialed practitioners whether or not they are members of the Academy

The Code is overseen by a three-person Ethics Committee, with representation from the Board of Directors, Commission on Dietetic Registration and House of Delegates. The term of office is three years.

PREAMBLE

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner support and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

PRINCIPLES AND STANDARDS

1. Competence and professional development in practice (Non-Maleficence)

Nutrition and dietetics practitioners shall:

- Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- Assess the validity and applicability of scientific evidence without personal bias.
- Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity. h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- Maintain and appropriately use credentials.
- Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- Provide accurate and truthful information in all communications.
- Report inappropriate behavior or treatment of a patient/ client by another nutrition and dietetics practitioner or other professionals.
- Document, code and bill to most accurately reflect the character and extent of delivered services.
- Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- Participate in and contribute to decisions that affect the well-being of patients/clients.
- Respect the values, rights, knowledge, and skills of colleagues and other professionals.

- Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- Refrain from verbal/physical/emotional/sexual harassment.
- Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- Communicate at an appropriate level to promote health literacy.
- Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- Collaborate with others to reduce health disparities and protect human rights.
- Promote fairness and objectivity with fair and equitable treatment.
- Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- Promote the unique role of nutrition and dietetics practitioners.
- Engage in service that benefits the community and to enhance the public's trust in the profession.
- Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

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

Approved by the Members of the International Confederation of Dietetic Association's 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 RDN/Learning Outcomes for the Coordinated Program in Dietetics (2022 Standards)

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 Select and use appropriate 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 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies. CRDN 1.5 Incorporate critical-thinking skills in overall practice.
2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner 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 Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics. KRDN 2.3 Assess the impact of a public policy position on the nutrition and dietetics profession. KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics. 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.

KRON 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates. KRDN 2.6 Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion. KRDN 2.7 Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination. KRDN 2.8 Participate in a nutrition and dietetics professional organization and explain the significant role of the organization. KRDN 2.9 Defend a position on issues impacting the nutrition and dietetics profession.	CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. CRDN 2.7 Apply change management strategies to achieve desired outcomes. CRDN 2.8 Demonstrate negotiation skills. CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations. CRDN 2.10 Demonstrate professional attributes in all areas of practice. CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public. CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences. CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
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3: Clinical and Client 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: KRDN 3.1 Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions, and develop plans to monitor the effectiveness of these 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 Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).	Upon completion of the program, graduates are able to: CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including the use of standardized nutrition terminology as a part of the clinical workflow 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 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation) CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood

KRDN 3.5 Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease. KRDN 3.6 Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	glucose, considering diabetes medication and medical nutrition therapy plan. CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes. CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed. CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media. CRDN 3.8 Design, implement and evaluate presentations to a target audience. CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. CRDN 3.10 Use effective education and counseling skills to facilitate behavior change. CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. CRDN 3.14 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.
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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.	Upon completion of the program, graduates are able to:

KRDN 4.2 Evaluate a budget/financial management plan and interpret financial data KRDN 4.3 Demonstrate an understanding of 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 Apply safety and sanitation principles related to food, personnel and consumers. KRDN 4.6 Explain the processes involved in delivering quality food and nutrition services. (Is this covered in in 371/484 ?) KRDN 4.7 Evaluate data to be used in decision-making for continuous quality improvement	CRDN 4.1 Participate in management functions of human resources (such as training and scheduling). CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects). CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition 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 Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
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5: Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.	
Core Knowledge for the RD (Didactic Courses)	COMPETENCIES for the RD (SUPERVISED PRACTICE)
Upon completion of the program, graduates are able to: KRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement. KRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences	Upon completion of the program, graduates are able to: CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

relevant to the position desired and career goals. KRDN 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch). KRDN 5.4 Practice resolving differences or dealing with conflict. KRDN 5.5 Promote team involvement and recognize the skills of each member. KRDN 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals. CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion). CRDN 5.5 Demonstrate the ability to resolve conflict. CRDN 5.6 Promote team involvement and recognize the skills of each member. CRDN5.7 Mentor others. CRDN 5.8 Identify and articulate the value of precepting.
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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 Unified Healthcare Professional Qualification Requirements (PQR) Committee are represented by the United Arab Emirates (UAE) health regulatory authorities; inclusive of the Ministry of Health and Prevention (MOHAP), Department of Health -Abu Dhabi (DOH), Dubai Health Authority (DHA) and Sharjah Health Authority (SHA).

The committee collectively publish the inclusive licensing guidelines within regulatory contexts. The Professional Qualification Requirement (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 DOH Professional Qualification Requirement (PQR) can be accessed on the following link:

[Introduction to Professional Qualification Requirement \(PQR\) | Department of Health Abu Dhabi](#)

The PQR document can be accessed on the following link:

<https://www.doh.gov.ae/-/media/D112FF75EF0140439A733B16081292DF.ashx>

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), Sharjah Health Authority (SHA), or the Ministry of Health and Prevention (MOHAP). 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 Health Authorities' assessment to obtain the dietitian license, which makes them eligible to work as a clinical dietitian in the UAE.

Furthermore, graduates from universities in the UAE are exempt from the two-year work experience requirement, which is a requirement for non-UAE nationals who graduate from programs outside the UAE.

Eligibility of RDN Credential Exam in the U.S:

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023.

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>

An example of a Computer Matching Calendar (April 2023) is given in the following link:

<https://www.eatrightpro.org/acend/about-acend/acend-data/april-and-november-computer-match-results>

Coordinated Program in Dietetics: Study Plan (Spring 2019 to Spring 2025)

Fall Admissions

Fall 1 Admissions					
YEAR	Term	Code	Title	CH	
Year 1	Fall 1	BIOC 100	Basic Biology I	3	
		CHEM 111	General Chemistry I	3	
		GEAE101	Academic English for Humanities and STEM	3	
		MATH 105	Calculus I	3	
				Total credit hours	12
	Spring 1	ISLM 100	Islamic Culture	3	
		CHEM 113	General Chemistry II	3	
		CHEM 115	General Chemistry Lab	1	
		PHI 180	Critical Thinking	3	
		PHYS 105	General Physics I	3	
				Total credit hours	13
	Summer 1	GESU 121	Sustainability	3	
				Total credit hours	3
Year 2	Fall 2	CHEM 282	Organic Chemistry for Non-Majors	3	
		BIOE 230	Microbiology	3	
		STAT 235	Statistics for Biology	3	
		FDSC 250	Contemporary Food Science & Nutrition	3	
		GEIT 112	Fourth Industrial Revolution	3	
				Total credit hours	15
	Spring 2	NUTR 320	Macronutrient Nutrition & Metabolism	2	
		NUTR 321	Nutrition Assessment I	1	
		CHEM 283	Biochemistry for Non-Majors	3	
		MGMT 200	Fundamentals of Management	3	
		GEIE 222	Fundamentals of Innovation & Entrepreneurship	3	
		PSY 100	Introduction to Psychology	3	
				Total credit hours	15
	Summer 2	HSR 130	Introduction to Language & Communication	3	
				Total credit hours	3
Year 3	Fall 3	NUTR 330	Micronutrient Nutrition & Metabolism	2	
		NUTR 331	Nutrition Assessment II	1	
		NUTR 352	Human Nutrition in Various Age Stages	3	
		HSS 105	Emirates Studies	3	
		FDSC 331	Fundamentals of Food Preparation	4	
		ANY	ANY	3	
				Total credit hours	16
	Spring 3	BIOL 270	General Genetics	2	
		BIOL 270	General Genetics Lab	1	
		NUTR 355	Nutrition Seminar	1	
		FDSC 352	Food Safety	3	
		PHYL 101	Introductory Physiology	3	
		ANY	ANY	3	
				Total credit hours	13
	Year 4	Fall 4	NUTR 371	Food Service Systems Management I (CPD)	2
NUTR 372			Food Service Systems Management I SP (CPD)	2	
NUTR 377			Medical Nutrition Therapy I (CPD)	2	
NUTR 378			Medical Nutrition Therapy I SP (CPD)	1	
NUTR 403			Nutrition Education & Communication (CPD)	2	
NUTR 404			Nutrition Education & Communication SP (CPD)	1	
NUTR 443			Meal Planning	3	
				Total credit hours	13
Spring 4		NUTR 488	Medical Nutrition Therapy II (CPD)	2	
		NUTR 489	Medical Nutrition Therapy II SP (CPD)	1	
		NUTR 484	Food Service Systems Management II (CPD)	2	
		NUTR 485	Food Service Systems Management II SP (CPD)	1	
		NUTR 486	Community Nutrition (CPD)	2	
		NUTR 487	Community Nutrition SP (CPD)	1	
		NUTR 481	Senior Project (CPD)	3	
			Total credit hours	12	
Year 5	Fall 5	NUTR 490	Internship (CPD)	6	
		Total			120

Spring Admissions

YEAR	Term	Code	Title	CH
Year 1	Spring 1	BIOC 100	Basic Biology I	3
		CHEM 111	General Chemistry I	3
		GEAE101	Academic English for Humanities and STEM	3
		MATH 105	Calculus I	3
			Total Credit Hours	12
	Fall 1	ISLM 100	Islamic Culture	3
		CHEM 113	General Chemistry II	3
		CHEM 115	General Chemistry Lab	1
		STAT 235	Statistics for Biology	3
		PHYS 105	General Physics I	3
			Total Credit Hours	13
Year 2	Spring 2	CHEM 282	Organic Chemistry for Non-Majors	3
		BIOE 230	Microbiology	3
		BIOL 270	General Genetics	2
		BIOC 275	General Genetics Lab	1
		FDSC 250	Contemporary Food Science & Nutrition	3
		GEIT 112	Fourth Industrial Revolution	3
			Total Credit Hours	15
	Summer 1	GESU 121	Sustainability	3
			Total Credit Hours	3
	Fall 2	NUTR 320	Macronutrient Nutrition & Metabolism	2
		NUTTR 321	Nutrition Assessment I	1
		CHEM 283	Biochemistry for Non-Majors	3
		GEIE 222	Fundamentals of Innovation & Entrepreneurship	3
		ANY	ANY	3
		PSY 100	Introduction to Psychology	3
			Total Credit Hours	15
Year 3	Spring 3	NUTR 330	Micronutrient Nutrition & Metabolism	2
		NUTR 331	Nutrition Assessment II	1
		NUTR 352	Human Nutrition in Various Age Stages	3
		PHYL 101	Introductory Physiology	3
		FDSC 352	Food Safety	3
		PHI 180	Critical Thinking	3
			Total Credit Hours	15
	Summer 2	HSR 130	Introduction to Language & Communication	3
			Total Credit Hours	3
	Fall 3	NUTR 403	Nutrition Education & Communication (CPD)	2
		NUTR 404	Nutrition Education & Communication SP (CPD)	1
		NUTR 355	Nutrition Seminar	1
		MGMT 200	Fundamentals of Management	3
		FDSC 331	Fundamentals of Food Preparation	3
		HSS 105	Emirates Studies	3
			Total Credit Hours	13
Year 4	Spring 4	NUTR 371	Food Service Systems Management I (CPD)	2
		NUTR 372	Food Service Systems Management I SP (CPD)	2
		NUTR 377	Medical Nutrition Therapy I (CPD)	2
		NUTR 378	Medical Nutrition Therapy I SP (CPD)	1
		NUTR 486	Community Nutrition (CPD)	2
		NUTR 487	Community Nutrition SP (CPD)	1
		NUTR 443	Meal Planning	3
			Total Credit Hours	13
	Fall 4	NUTR 488	Medical Nutrition Therapy II (CPD)	2
		NUTR 489	Medical Nutrition Therapy II SP (CPD)	1
		NUTR 484	Food Service Systems Management II (CPD)	2
		NUTR 485	Food Service Systems Management II SP (CPD)	1
		NUTR 481	Senior Project (CPD)	3
		Any	Any	3
			Total Credit Hours	12
Year 5	Spring 5	NUTR 490	Internship (CPD)	6
			Total	120

CPD General Education Requirements

For 2019 to Spring 2025

Students are allowed to study TWO free elective courses

General Education (Req. CH:33)

Cluster 1: Skills for the Future (Req. Ch:15)

Area 1: Innovation and Entrepreneurship (Required Credit Hours:3)

GEIE	222	Fundamentals of Innovation and Entrepreneurship	3
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Area 2: English Communication (Required Credit Hours:3)

ESPU	106	Introduction to Academic English For Food and Agriculture	3
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Area 3: Fourth Industrial Revolution (Required Credit Hours:3)

GEIT	112	Fourth Industrial Revolution	3
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Area 4: Critical Thinking (Required Credit Hours:3)

PHI	180	Critical Thinking	3
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Area 5: Quantitative Reasoning (Required Credit Hours: 3)

MATH	105 *	Calculus I	3
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* Also counts towards the Major

Cluster 2: The Human Community (Req. Ch:12)

Area 1: Humanities and Fine Arts (Required Credit Hours:3)

ARCH	344	History and Theories of Contemporary Architecture	3
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HSR	120	Introduction to Heritage and Culture	3
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HSR	130	Introduction to Language and Communication	3
-----	-----	--	---

PHI	101	Introduction to Philosophy	3
-----	-----	----------------------------	---

GEHP	111	Happiness and Wellbeing	3
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Area 2: Social and Behavioral Sciences (Required Credit Hours:3)

AGRB	210	Introduction to Agribusiness	3
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ECON	110	Principles of Economics	3
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HSR	140	Introduction to Society and Behavior	3
-----	-----	--------------------------------------	---

HSR	150	Introduction to Government Policy and Urban Structures	3
-----	-----	--	---

PSY	100	Introduction to Psychology	3
-----	-----	----------------------------	---

GEO	200	World Regional Geography	3
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Area 3 Emirates Society (Required Credit Hours:3)

HSS	105	Emirates Studies	3
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Area 4: Islamic Culture (Required Credit Hours:3)

ISLM	100	Islamic Culture	3
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Cluster 3: The Natural World (Req. Ch: 6)

Area 1: Natural Sciences (Required Credit Hours: 3)

BIOC	100 *	Basic Biology I	3
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* Also counts towards the Major

Area 2: Sustainability (Required Credit Hours: 3)

GESU	121	Sustainability	3
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Policies and Procedures

UAEU Policies and Procedures

The UAEU policies and procedures can be found here:

<http://www.uaeu.ac.ac/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 internal admission criteria include:

- An overall GPA of ≥ 3.0
- Completed Basic Biology (BIOC 100) and General Chemistry I (CHEM 111) and have earned at least a “C” grade in each of these courses
- For students transferring from another program, maximum cumulative credits of 25

The admission process includes:

- Completion of the necessary application form
- 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.

**Effective Spring 2025, this number was increased to 28 students each year*

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: 33 credit hours, including Basic Biology (BIOC 100) and Calculus 1 (MATH 105)
 - Major specialization required courses, including didactic courses in addition to supervised practice experiences: 75 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 750 hours of Supervised Practice Experiences (200 hours are met through supervised practice courses and 550 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 cannot 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 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 CMHS. 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 prerequisite for another course, you are not allowed to register for this course until you pass the prerequisite course. (This is subject to a decision taken by the Department Chair, Program Coordinator and Academic Advisor).
- 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 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.

Jahez Workshops

Communication skills, professional etiquette and understanding of the importance of working as a team are important attributes for the Supervised Practice Rotations. The UAEU Career Readiness Unit (CRU) offers a series of workshops that will support the development of these skills.

Effective Fall 2025, a requirement for entrance into the internship is the completion of available Jahez workshops, with the following 5 being **mandatory**:

- Professional resume
- Job interview
- Teamwork
- Write a professional email
- Ethical behavior

You may consider the following:

- Register for workshops as they become available
- Register as early as the 2nd year in the CPD
- Aim to complete as many of the recommended workshops listed above, in addition to any other topic of your interest

Completion of these workshops is a minimum requirement. You will be expected to present your certificates of completion prior to starting your internship.

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 nutrition, 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: Nisha Morgambal Padayachee, MS, RD Phone: 050 530 3556

Email: mpadayachee@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 18-19 weeks.
- Supervised practice hours are distributed as follows:

Supervised Practice Hours					
Course	Weeks	Hrs/Wk	Credits	Contact Hrs/Wk	Total (approx.)
SP rotations (NUTR 490)					
Clinical	10*	40[#]			350
Community	3	40[#]			100
Management	3	40[#]			100
<u>Subtotal 1</u>	<u>16*</u>		<u>6</u>		<u>550</u>
Senior project (NUTR 481)	16		3	2	35
Food Service Systems Management 1 SP (NUTR 372)	15		2	4	16
Food Service Systems Management 2 SP (NUTR 485)	16		1	3	31
Community Nutrition SP (NUTR 487)	16		1	3	25
Nutrition Education & Communication SP (NUTR 404)	16		1	3	20
Medical Nutrition Therapy 1 SP (NUTR 378)	7		1	3	37
Medical Nutrition Therapy 2 SP (NUTR 489)	7		1	3	31
Nutrition Seminar (NUTR 355)	9		1	1	5
<u>Subtotal 2</u>			<u>11</u>		<u>200</u>
<u>Total</u>			<u>17</u>		<u>750</u>

*The number of weeks might be increased to compensate for holidays, sick leave, or availability of preceptors at the training facility. All students are allowed a week to make up for missed supervised practice experiences.

[#]Students might be placed in training facilities that are outside Al Ain City, which will require travel time. This might reduce the number of hours logged. Therefore, the number of weeks and hours are increased to account for the difference.

CPD Supervised Practice Rotation Schedule

Policy

Supervised Practice Rotations start the same week as the university academic semester and end with 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 10-12 weeks (350-hours minimum) in clinical nutrition, 3 weeks (100 hours minimum) in community nutrition, and 3 weeks (100 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 (UFP 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 on the female campus, located in the building C5, Room 1047. 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 Department of Nutrition and Health (DNH).

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 DNH 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 nor “lend” paper to students.

Further, 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 (**do not** 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 <https://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 CMHS 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: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

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 https://www.uaeu.ac.ae/en/student_services/

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 DNH 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 Department of Health– Abu Dhabi (DOH) laws and regulations.

Procedure

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

<https://www.doh.gov.ae/en/about/law-and-legislations>

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 DOH 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 Management

**Training Facility: Tawam Hospital Food
Services Section**

Start Date:

End Date:

Coordinated Program in Dietetics

Student name (ID #)

Rotation: Community Nutrition

**Training Facility : Abu Dhabi Public
Health Center, Department of Health
(DoH)**

Start Date:

End Date:

Rotation: Clinical Nutrition

Health Facilities: Tawam Hospital, Amana Health Care – Al Ain, Mediclinic - Al Ain, Imperial College London Diabetes Centre (ICLDC) – Al Ain

Health Facility	Duration	From – To
Tawam Hospital	4 Weeks	August 8-September 2, 2022
Mediclinic – Al Ain	2 Weeks	September 5-16, 2022
Amana Healthcare – Al Ain	3 weeks	October 10-28, 2022
ICLDC	2 Weeks	November 21-December 2, 2022

Coordinated Program in Dietetics

Hours Log

SUPERVISED PRACTICE ROTATION CLINICAL NUTRITION HOURS LOG

August 8-26, 2022

Student's Name:

Week	Supervised Practice Rotation/Site	Number of Hours Worked/ Week	Student Signature	Preceptor Signature
1	Tawam Hospital			
2	Tawam Hospital			
3	Tawam Hospital			
4	Tawam Hospital			

Prepare a log Hour Sheet for each training facility

Official Facility Names:

Amana Healthcare - Al Ain; Amana Healthcare - Abu Dhabi; Sheikh Khalifa Medical City (SKMC); Cleveland Clinic - Abu Dhabi (CCAD); Imperial London College London Diabetes Centre – Al Ain (ICLDC-AA); Imperial London College London Diabetes Centre – Abu Dhabi (ICLDC-AD); Tawam Hospital; Mediclinic-Al Ain

Days Off:

Reasons:

Make up Days:

SUPERVISED PRACTICE ROTATION COMMUNITY NUTRITION HOURS LOG

October 31-November 18, 2022

Student's Name:

Week	Rotation/Site	Number of Hours Worked/ Week	Student Signature	Preceptor Signature
1	Abu Dhabi Public Health Center			
2	Abu Dhabi Public Health Center			
3	Abu Dhabi Public Health Center			
4	Abu Dhabi Public Health Center			

Days Off:

Reasons:

Make up Days:

**SUPERVISED PRACTICE ROTATION FOOD SERVICE MANAGEMENT
HOURS LOG**

September 10-October 7, 2022

Student's Name:

Week	Rotation/Site	Number of Hours Worked/ Week	Student Signature	Preceptor Signature
1	Tawam Hospital Food Service Section			
2	Tawam Hospital Food Service Section			
3	Tawam Hospital Food Service Section			
4	Tawam Hospital Food Service Section			
5	Tawam Hospital Food Service Section			

Days Off:

Reasons:

Make up Days:

Coordinated Program in Dietetics

Rotation type:

Site:

Rotation Goals

Coordinated Program in Dietetics

Rotation type:

Site:

Reflection Reports

Coordinated Program in Dietetics

Rotation type:

Site:

Evaluation Booklet

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
Mediclinic – Al Ain	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: **Abu Dhabi Public Health Center (ADPHC)**

August 8 -26, 2022

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 all the 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 Management**

Training Facility: **Tawam Hospital – Food Service Section**

August 8-26, 2022

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). • • • • • •
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 October 2019

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 2019 APA guide (7th edition).*

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). <i>The ankle</i> . 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). <i>Strategic management in the UK government</i> . <i>Business Management Today</i> , 9(4), 35-42.
Electronic Journal Article	
Martin (2007) confirmed that ...	Martin, G. (2007). <i>Designing a poster campaign</i> . <i>Modern Graphic Design</i> , 12(4), 7-17. https://doi.org/10.2388/1848.4595
This was disputed in 2001 by Welch ...	Welch, E. (2001). <i>Designing student posters</i> . <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 PowerPoint 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 and Staff Directory of Coordinated Program in Dietetics

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APPENDIX 1. Sample Supervised Practice Rotation Schedule

Fall 2022 Supervised Practice Rotation Schedule (Internship): August 8 2022-December 9, 2022											
Group	Group 1	Group 1	Group 2	Group 2	Group 3	Group 3	Group 4	Group 4	Group 5	Abu Dhabi	
Faculty Supervisor	Amjad Jarrar	Amjad Jarrar	Amjad Jarrar	Amjad Jarrar	Morgambal (Nisha) Padayachee	Morgambal (Nisha) Padayachee	Morgambal (Nisha) Padayachee	Morgambal (Nisha) Padayachee	Amjad Jarrar	Morgambal (Nisha) Padayachee	
Name	Shaikha Alameri	Salama Aldaheri	Mariam Aldarmaki	Hessa Alrashidi	Mahra Alshamsi	Mariam Aldaheri	Rola Saqer	Amira Mohammed	Neela Alshamsi	Munira Kajajah	
ID #	201703085	201807445	201605641	201702786	201704250	201703413	201850092	201735134	201601304	201735201	
Wk	Dates										
1	8-12 Aug	Mediclinic-AA	Mediclinic-AA	ICLDC - Al Ain	ICLDC - Al Ain	DOH	DOH	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam
2	15-19 Aug	Mediclinic-AA	Mediclinic-AA	ICLDC - Al Ain	ICLDC - Al Ain	DOH	DOH	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam
3	22-26 Aug	ZHO (Shenesha)	ZHO (Shenesha)	Mediclinic-AA	Mediclinic-AA	DOH	DOH	Tawam Clinical	Tawam Clinical	Food Service Tawam	Food Service Tawam
4	29 Aug - 2 Sept	ZHO (Shenesha)	ZHO (Shenesha)	Mediclinic-AA	Mediclinic-AA	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	ICLDC - Al Ain	ICLDC – AD
5	5-9 Sept	AD1 (Anwar)	AD1 (Anwar)	ZHO (Shenesha)	ZHO (Shenesha)	Food Service Tawam	Food Service Tawam	Mediclinic-AA	Mediclinic-AA	ICLDC - Al Ain	ICLDC – AD
6	12-16 Sept	Tawam Clinical	Tawam Clinical	ZHO (Shenesha)	ZHO (Shenesha)	Food Service Tawam	Food Service Tawam	Mediclinic-AA	Mediclinic-AA	DOH	DOH
7	19-23 Sept	Tawam Clinical	Tawam Clinical	DOH	DOH	CCAD WU (Holly)	CCAD WU (Holly)	Food Service Tawam	Food Service Tawam	DOH	DOH
8	26-30 Sept	Tawam Clinical	Tawam Clinical	DOH	DOH	CCAD WU (Holly)	CCAD WU (Holly)	Food Service Tawam	Food Service Tawam	Mediclinic-AA	DOH

9	3-7 Oct	Tawam Clinical	Tawam Clinical	DOH	DOH	AD1 (Anwar)	AD1 (Anwar)	Food Service Tawam	Food Service Tawam	Mediclinic-AA	AD1 (Anwar)
10	10-14 Oct	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	ICLDC - Al Ain	ICLDC - Al Ain	Amana Healthcare Al Ain (Pediatrics)	Amana Healthcare Al Ain (Pediatrics)	Tawam Clinical	CCAD WU (Holly)
11	17-21 Oct	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	ICLDC - Al Ain	ICLDC - Al Ain	Amana Healthcare Al Ain (Pediatrics)	Amana Healthcare Al Ain (Pediatrics)	Tawam Clinical	SKMC-Clinical
12	24-28 Oct	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	Mediclinic-AA	Mediclinic-AA	Amana Healthcare Al Ain (Adults)	Amana Healthcare Al Ain (Adults)	Tawam Clinical	SKMC-Clinical
13	31 Oct - 4 Nov	ICLDC - Al Ain	ICLDC - Al Ain	Tawam Clinical	Tawam Clinical	Mediclinic-AA	Mediclinic-AA	DOH	DOH	Tawam Clinical	Cleveland Clinic AD
14	7-11 Nov	ICLDC - Al Ain	ICLDC - Al Ain	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	DOH	DOH	DOH	Cleveland Clinic AD
15	14-18 Nov	ICLDC - Al Ain	ICLDC - Al Ain	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	DOH	DOH	Amana Healthcare Al Ain (Pediatrics)	Cleveland Clinic AD
16	21-25 Nov	DOH	DOH	Food Service Tawam	Food Service Tawam	Tawam Clinical	Tawam Clinical	ICLDC - Al Ain	ICLDC - Al Ain	Amana Healthcare Al Ain (Pediatrics)	Cleveland Clinic AD
17	28 Nov - 2 Dec	DOH	DOH	Amana Healthcare Al Ain (Pediatrics)	Amana Healthcare Al Ain (Pediatrics)	Tawam Clinical	Tawam Clinical	ICLDC - Al Ain	ICLDC - Al Ain	Amana Healthcare Al Ain (Adults)	CCAD WU (Holly)
18	5-9 Dec	DOH	DOH	Make -up	Make -up	Make -up	Make -up	Make -up	Make -up	Make -up	Make -up

ICLDC - Imperial College London Diabetes Centre; SKMC - Sheikh Khalifa Medical City; DoH - Department of Health

Minimum hours: Clinical Nutrition Rotation=350 Hours; Food Service Systems Management = 100 hours; Community Nutrition = 100 hours