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Welcome

Welcome to the Dietetic Technician Program at Erie Community College.

This Handbook contains materials regarding policies relating to the Dietetic Technology Program. It is meant to assist you and provide guidance from entrance to graduation. This Handbook, however, is not all-inclusive, and is designed to supplement the ECC College Catalog.

As you progress through the Program, you will receive additional course specific Handbooks, which will provide more detailed information relating to the individual course.

For further information, consult ECC’s college policies in the ECC College Catalog 2017. If answers to any of your pertinent questions cannot be found in either this Handbook or the College Catalog, please contact the Program Director, Meg Garfoot, at 716-851-1598.

In order to continually improve the Dietetic Technology Program, data on outcomes is examined in a number of areas: graduation rate, percentage pass rate on the Registration Examination for Dietetic Technicians, job placement, employer satisfaction rate, and graduate surveys. Data for any or all of these outcomes measures is available upon request from the Program Director.
The Dietetic Technology Program

Accreditation

The Dietetic Technology Program at Erie Community College is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics, the accrediting agency for the Academy of Nutrition and Dietetics, a specialized accrediting body recognized the United States Department of Education. The Accreditation Council for Education in Nutrition and Dietetics will review complaints as related to a program’s compliance with the accreditation standards. The Council is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individual matters of admission, appointment, or promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or the Council’s policy and procedure for submission of complaints may be obtained by contacting the education staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 312/899-0040, extension 5400.

Mission Statement and Goals

The Mission of the Dietetic Technology Program at Erie Community College is to provide educational opportunities to qualified students to serve the Western New York community as entry-level nutrition and dietetics technicians. The Program is committed to providing state of the art information and learning experiences related to the field of dietetics, geographic accessibility, and promoting individual development. Under this broad mission statement, these goals are established:

Goal #1

The Dietetic Technician Program will prepare graduates to secure employment in the field of nutrition and dietetic or related fields

Under this Goal are the following Objectives:
A. Seventy percent of graduates who enter the workforce will be employed in the field of nutrition and dietetics within 12 months of graduation.
B. Graduates of the Program will receive an overall evaluation of at least 90% satisfaction rate from employers.
C. Eighty percent of students enrolled in the Program will complete the Program within 3 years.
D. Eight percent of Program graduates will rate the Program as 4 out of 5 in preparing them for their job.

Goal #2
The Dietetic Technician Program will prepare graduates with the knowledge and skills necessary to successfully pass the credentialing examination for Dietetic Technicians.

Under this Goal are the following Objectives:
A. 70% of graduates will pass the CDR credentialing exam over a five year period within one year following the first attempt.
B. 70% of graduates will take the CDR credentialing exam within 12 months of completion of the program.
C. Eighty percent of graduates will rate the Program as 4 out of 5 in preparing them for the Registration Examination for Dietetic Technicians.

*Actual program outcomes data is available for review by students and the public upon request from the Program Director.*

Core Knowledge and Competencies for the NDTR

*Upon completion of the Dietetic Technology Program, graduates will be able to demonstrate knowledge and competence in the following areas:*

1. **Domain 1.** Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

   **Knowledge**
   Upon completion of the program, graduates are able to:
   KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.
   KNDT 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
   KNDT 1.3 Apply critical thinking skills.

   **Competencies**
   Upon completion of the program, graduates are able to:
   CNDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources.
   CNDT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence.
   CNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.
   CNDT 1.4 Implement actions based on care plans, protocols, policies and evidence-based practice.

2. **Domain 2.** Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice.

   **Knowledge**
Upon completion of the program, graduates are able to:

**KNDT 2.1** Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.
**KNDT 2.2** Demonstrate effective interviewing and education methods for diverse individuals and groups.
**KNDT 2.3** Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.
**KNDT 2.4** Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.
**KNDT 2.5** Demonstrate an understanding of cultural competence/sensitivity.
**KNDT 2.6** Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.
**KNDT 2.7** Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
**KNDT 2.8** Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

**Competencies**

Upon completion of the program, graduates are able to:

**CNDT 2.1** Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.
**CNDT 2.2** Use clear and effective oral and written communication.
**CNDT 2.3** Prepare and deliver sound food and nutrition presentations to a target audience.
**CNDT 2.4** Demonstrate active participation, teamwork and contributions in group settings.
**CNDT 2.5** Function as a member of interprofessional teams.
**CNDT 2.6** Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.
**CNDT 2.7** Participate in professional and community organizations.
**CNDT 2.8** Demonstrate professional attributes in all areas of practice.
**CNDT 2.9** Show cultural competence in interactions with clients, colleagues and staff.
**CNDT 2.10** Perform self-assessment and develop goals for self-improvement throughout the program.
**CNDT 2.11** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
**CNDT 2.12** Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
**CNDT 2.13** Practice and/or role play mentoring and precepting others.
3. **Domain 3.** Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

*Knowledge*
Upon completion of the program, graduates are able to:

**KNDT 3.1** Use the Nutrition Care Process for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

**KNDT 3.2** Implement interventions to effect change and enhance wellness in diverse individuals and groups.

**KNDT 3.3** Present an educational session to a target population.

**KNDT 3.4** Describe the processes involved in delivering quality food and nutrition services.

*Competencies*
Upon completion of the program, graduates are able to:

**CNDT 3.1** Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.

**CNDT 3.2** Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups and populations in a variety of settings.

**CNDT 3.3** Provide nutrition and lifestyle education to well populations.

**CNDT 3.4** Promote health improvement, food safety, wellness and disease prevention for the general population.

**CNDT 3.5** Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience.

**CNDT 3.6** Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.

**CNDT 3.7** Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals.

4. **Domain 4.** Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

*Knowledge*
Upon completion of the program, graduates are able to:

**KNDT 4.1** Participate in the human resource management process.

**KNDT 4.2** Explain budgeting principles and techniques.

**KNDT 4.3** Apply safety principles related to food, personnel and consumers.
KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.

Competencies
Upon completion of the program, graduates are able to:
CNDT 4.1 Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services.
CNDT 4.2 Perform supervisory, education and training functions.
CNDT 4.3 Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data.
CNDT 4.4 Participate in development of a plan for a new service including budget.
CNDT 4.5 Implement and adhere to budgets.
CNDT 4.6 Assist with marketing clinical and customer services.
CNDT 4.7 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

Program Admission Requirements

Students must meet the following admission requirements in order to gain admission to the Dietetic Technician Program:

1. A High School Diploma with a minimum 4 year average of 78% or above.
2. Successful completion of a course in biology or chemistry with a minimum grade of 75% in either a Regents examination or the final chemistry or biology average.
3. Applicants with a GED must have a minimum score of 2650 and must register for and successfully complete either a college level biology or a college level chemistry course with a minimum grade of C prior to application to the Program.
4. College transfer students must have at least a 2.3 GPA and have completed either high school or college level chemistry or biology with a minimum grade of 75 for high school courses or a letter grade of C for a college course.

Equal Opportunity

All students who meet the requirements for admission to the Dietetic Technology Program have equal access to the Program. ECC prohibits admission discrimination based on race, religion, national origin, age, sex (including pregnancy), disability, color, or sexual preference. The Program complies with and supports the college’s policy. For further reference, ECC’s Equity and Diversity Statement of Policy can be found in the College Catalog.
Inquiries related to discrimination should be referred to the Title IX Section 504 ADA Compliance Coordinator Director of Equity and Diversity, ECC City Campus, 121 Ellicott Street, Buffalo, New York 14203 (716) 851-1118.
Students with Disabilities

Erie Community College recognizes the right of qualified individuals with disabilities to receive appropriate accommodations and academic adjustments. If you are a student with a physical or mental impairment that limits your ability to participate in class, you should contact the North Campus Counselor for Students with Disabilities, Heather Hewson, at 851-1495. She will be happy to meet with you to review whatever documentation of disability you must provide and discuss your needs.

Code of Ethics

Students will adhere to the Code of Ethics for the Profession of Dietetics as put forth by the AACENDmy of Nutrition and Dietetics and its Accreditation Council for Education in Nutrition and Dietetics. This enforceable code challenges all members, registered dietitians, and dietetic technicians, registered, to uphold the following ethical principles:

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional
association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.

12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.

13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.

14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.

15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.

16. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CSP" or "Certified Specialist in Pediatric Nutrition"; "CSR" or "Certified Specialist in Renal Nutrition"; and "FAND" or "Fellow of The AACENDmy of Nutrition and Dietetics") only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
   b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.

17. The dietetics practitioner withdraws from professional practice under the following circumstances:
   a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
   b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
   c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
   a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
   b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The AACENDmy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

Professional Course Sequencing
And
Requirements for Graduation

All profession courses (courses with the prefix NT) are taught in a sequential manner for the first and second years. Most professional courses in the program serve as the prerequisite for a subsequent course, thus students are advised not to take courses out of sequence without the permission of their advisor and/or the Program Director. In addition, students should consult the course descriptions for course prerequisites and co-requisites (ref. “Course Descriptions”). Students must successfully complete all courses of the following courses and maintain a GPA of at least 2.0. The suggested curriculum sequence is as follows:

First Year, Fall Semester

NT 128 Food Selection and Preparation (3 cr)
NT 132 Nutrition Care I (3 cr)
NT 134 Health Field Orientation (1 cr)
CH 140 General Chemistry (3 cr)
CH 141 Lab for CH 140 (1 cr)
EN 110 College Composition* (3 cr)
SO 100 Introduction to Sociology (3 cr)

First Year, Spring Semester

NT 136 Nutrition Care II (3 cr)
NT 137 Clinic for NT 136 (3 cr)
NT 138 Education for Dietetic Majors (3 cr)
BI 178 Basic Human Physiology (3 cr)
EN 111 Composition and Interpretation of Literature (3 cr)
_____ Liberal Arts Elective (3 cr)
Second Year, Fall Semester

NT 282 Nutrition Care III (3 cr)
NT 283 Clinic for NT 282 (4 cr)
NT 287 Health Care Delivery Systems (1 cr)
NT 275 Introduction to Food Systems Management (3 cr)
PS 100 General Psychology (3 cr)

Second Year, Spring Semester

NT 276 Food Systems Management (3 cr)
NT 277 Field Experience for Food Systems Management (3 cr)
NT 284 Dietetics Seminar (2 cr)
NT 285 Nutrition Care IV (3 cr)
NT 286 Clinic for NT 285 (3.5 cr)

NOTE: This is a recommended sequence. Each student should consult his/her Academic advisor prior to registering. Registration in a course in which the prerequisites and/or corequisites are not met will not be permitted.

*Developmental courses (as recommended on the basis of testing) may also be required.

In addition to the courses listed above, in order to be granted an associate's degree in Food Service Administration – Dietetic Technology – Nutrition Care, a student must demonstrate proficiency in Algebra at the level of MT 006.

 Students must successfully complete all curriculum (NT) courses with a letter grade of “C” or better.

A minimum grade of “C-” must be obtained in both BI 178 and CH 140/141 or in corresponding course substitutions.

Students must maintain a GPA of at least 2.0 throughout the Program and for graduation.

Course Prerequisites

Prior to registration in a course which has prerequisites, students must have completed all courses listed in the College Catalog listed as prerequisites. Concurrent enrollment may be permitted if granted by the instructor and the student's advisor.

In the case of courses substituted for required curriculum courses (ref. policy “Course Substitution”), the first semester of the course must be completed and the second half either completed or concurrently enrolled.

Students are encouraged to seek advisement prior to registration for clarification as necessary.
Course Descriptions

**NT 128 Food Selection and Preparation**
This course provides an introduction to the science of food selection and preparation with an emphasis on the chemical and physical changes that occur in processing, storing, and cooking. Attention is given to preserving the nutritional and sensory characteristics of food by focusing on purchasing considerations, optimal storage conditions, and appropriate preparation and cooking techniques. The function of ingredients is addressed as are cultural food consumption patterns and trends.

**NT 132 Nutrition Care I**
This introductory course presents the principles of nutrition including all nutrients, their sources, and their requirements. Carbohydrates, protein, fat, vitamins, minerals, and water are discussed. The use of dietary guides, nutrient charts, food exchange lists, and computerized diet analysis programs for the planning and evaluation of a healthy diet are discussed.

**NT 134 Health Field Orientation**
This first half of a series examines the health field, the role of the Dietetic Technician, Registered, and the interrelationships with other health care professional.

**NT 136 Nutrition Care II**
A study of nutrients and their requirements through all stages of the life cycle with focus placed on the role of nutrition in wellness promotion. The impact of psychological, social, and economic factors effecting nutrient requirements is considered.

*Prerequisites: NT 132, NT 134
Prerequisites or co-requisites: BI 178, NT 137, NT 138*

**NT 137 Clinic for Nutrition Care II**
This clinical experience is conducted in a combination of wellness settings and acute care hospitals. This hands-on practicum emphasizes wellness promotion in a variety of community settings. Hospitals provide an introduction to the nutrition care process and highlight the role of the dietetic technician. Written and verbal communication skills are emphasized, including interviewing, counseling, and educational material preparation.

*Prerequisites: NT 132, NT 134
Prerequisites or co-requisites: BI 178, NT 136, NT 138*
**NT 138 Education for Dietetic Majors**
Communication, educational principles, and techniques in interviewing, counseling and teaching individuals and groups in clinical settings is presented. Student preparation of instructional materials and use of instructional media is included.

**NT 275 Introduction to Food Systems Management**
An introduction to the functions and tools of food systems management in health care facilities is provided in this first of a two-part course. Included are management roles of dietetic professionals, levels and tools of management, policies and procedures, human resource management, NY State safety and sanitation for health care, HACCP, food borne illness, menu planning, and marketing.

Prerequisite: NT 128

**NT 276 Food Systems Management**
A continuation of Introduction to Food Systems Management (NT 275), including the application of nutrient modification to menu writing, purchasing, recipe standardization, production and delivery systems, receiving and storage, inventory, equipment, cost analysis, and financial control for health care food service. Waste management and management information systems in health care are also discussed.

Prerequisites: NT 128, NT 275
Co-requisite: NT 277

**NT 277 Field experience for Food Systems Management**
This supervised practice provides field experience in health care settings focusing on practical application of knowledge provided in management courses. Projects include human resource functions, meal planning, food production, sanitation and safety, standardized recipes, purchasing, inventory, cost control and quality assurance. A capstone experience is provided with practice assuming the role of a food service manager in a health care facility.

Prerequisite: NT 128, NT 275
Co-requisite: NT 276

**NT 282 Nutrition Care III**
Application of principles of normal nutrition to disease conditions which occur most frequently in adults and require dietary modifications. Nutrient content of modified diets is included. The Nutrition Care Process is introduced.

Prerequisites: NT 128 NT 136, NT 137, NT 138, CH 140, CH 141, BI 178
Co-requisite: NT 283
**NT 283 Clinic for Nutrition Care III**
This supervised clinical practice in acute care settings focuses on the application of knowledge presented in Nutrition Care III. The nutrition care process and nutrition care of patients is practiced. Focus is placed on screening, interviewing, and counseling of patients on specialized diets. Calculation of modified diets and medical record documentation is also emphasized.

*Prerequisites: NT 128, NT 136, NT 137, NT 138, CH 140, CH 141, BI 178*

*Co-requisite: NT 282*

**NT 284 Dietetics Seminar**
This senior level course allows students to apply critical thinking skills to ethical and technological issues impacting the field of Dietetics. Professional standards and issues are presented. Public Policy development as related to dietetics is discussed. Also included is preparation for the Registration Examination for Dietetic Technicians, the employment application process, and initiation of the Professional Development Portfolio.

*Prerequisites: NT 282, 283, NT 276, NT 277, NT 285, NT 286*

**NT 285 Nutrition Care IV**
Nutrition care of residents in long term care is introduced, along with geriatrics. Medical nutrition therapy for various diseases and health conditions which require dietary modifications including cancer, renal diseases, hepatic diseases, disorders of the GI Tract, as well as those conditions less commonly encountered such as PKU and inborn errors of metabolism are also studied.

*Prerequisites: NT 282, NT 283*

*Co-requisites: NT 286*

**NT 286 Clinic for Nutrition Care IV**
This advanced course provides the supervised practice rotation in long term care settings with a focus on the application of the MDS and care planning along with practical application of knowledge presented in Nutrition Care IV. Practice in interviewing, counseling and group nutrition presentations for the geriatric clientele in health facility settings is provided. Calculation and planning practice for more complex dietary modifications is included. This rotation culminates in a capstone activity of assuming the role of a dietetic technician on a full-time basis in a health care facility.

*Prerequisites: NT 282, NT 283*

*Co-requisites: NT 285*

**NT 287 Health Care Delivery Systems**
This continuation of Health Field Orientation provides a broad understanding of the methods of delivery of health care in the United States. Health care is explored including its history, delivery systems, manpower, distribution of resources, cost, finance, health policy, technology and future outlook.

*Prerequisite: NT 134*
Anticipated Costs

- Erie County Resident Tuition (per semester)  $2366.50
- Application Fee  25
- Clinical Rotation Fee (per clinical class)  25
- Lab Fee (per course)  80
- Malpractice Insurance  Not to exceed $75 per year
- Registration Fee  30
- Accident Insurance  12

In addition to tuition and fees charged by the college, the following additional costs can be anticipated:

- **Textbooks.** One nutrition textbook is used for all nutrition courses (NT 132, 136, 282, 286). Additional texts are required for foods class and lab, medical terminology, education, health care delivery, management, seminar, and clinical courses (medical dictionary and drug handbook). The total cost of these textbooks ranges from $665 to $1053 depending on whether books are purchased new, used, rented, or e-copy used. The total cost of textbooks required for supportive courses such as physiology, chemistry, sociology, psychology, and English is approximately $500-$890.

- **Aprons and lab coats.** An apron is required for food lab and a full-length lab coat is required for clinical and field sites. Although the actual prices of these items vary with quality, the usual costs are $10 to $15 for aprons and $25 to $30 for lab coats. It may be prudent to purchase two lab coats to have one as back-up.

- **Pocket thermometer.** Thermometers are required for food systems management field experience. Pen style pocket thermometers may be purchased from the Dietetic Technology Department for approximately $5.00 each.

- **College emblem arm patch.** ECC patches are required to be sewn on the upper left-hand should of each students’ lab coat. They are available from selected uniform stores for approximately $5.00 each.

- **Name tag.** A name tag that identifies the individual as an ECC student is required during all clinical and field site rotations. The cost is approximately $4.00 and is purchased through department secretary. An order form and payment must be submitted to the department secretary.

- **Travel and parking.** Students are responsible for transportation and transportation costs to and from clinical sites, field sites, and off campus seminars. Parking costs are the responsibility of the student.

- **Immunizations and physicals.** The costs associated with immunizations and physicals are the responsibility of the students.

- **Accident Insurance.** Full-time students are automatically charged for a mandatory accident insurance plan that covers unpaid medical/surgical expenses for most types of injuries, up to a maximum of $2500.00, in the event of an accidental injury on or off campus.

- **Meals.** Students are responsible for the cost of meals while at clinical sites, field sites, and at off campus seminars.
Computer Access

ECC’s goal is to provide access to diverse, state of the art technological tools to support learning, enhance instruction, and facilitate resource sharing innovation and communication. The privilege of network access implies that you have read and understood the Acceptable Use Policy (AUP). By signing into the ECC wireless network you are agreeing to the terms of the AUP, which are available online at: http://elinks.ecc.edu/aup. All users are expected to respect the rights of others and the integrity of the systems and related physical resources in an ethical manner. Access to ECC technological resources is a privilege, not a right.

ECC student accounts are created within 48 hours of your application being accepted and admitted by the Admissions Department. Students are automatically set up with a username and password to the campus computer network system. Network accounts are used to log onto any computer on campus or from home. Students may obtain these codes or report log in problems by contacting the CITS Help Desk at 851-1835 or online at http://helpdesk.ecc.edu.

Additionally, the MyECC Portal is your source for information, applications, events and more.

Student Support Services

Erie Community College is committed to fulfilling the life-skill needs of all students and has developed a comprehensive network of support services including the Student Support Service Center, the Counseling Center, and the Career Resource Center as well as Disabled Student Services.

Student Support Programs also include the Library Resource Center and learning labs (such as math and English). Testing services are provided through the Counseling Center.

Tutoring is available through the tutoring center. English Skills Centers, Math Lab, and Science Skills Centers are continuously staffed at all three campuses. An ESL Student Support Lab at City Campus is available to non-native speakers. Individual and group tutoring in numerous other academic subjects is also offered at all campuses, but varies based on need and tutor availability.

Online tutoring through the SUNY STAR-NY consortium is also available at: http://www.cortland.edu/asap/online/star-NY_signin.asp

Further information regarding access can be found in the MyECC Portal.

The Dietetic Technology Department provides a designated Learning Resource Center containing computers with software installed to provide assistance with Dietetic Technology courses. As well, journals, textbooks, and career related materials can be found in the center and are available for student use and
reference. The Resource Center is restricted to the use of Dietetic Technology students.
Food and beverages are not allowed in the Center.

Open computer labs at the College are also available to all students.

Financial Aid

Erie Community College has a comprehensive program of student financial aid, including federal, and state subsidized programs, loans, part-time employment, and scholarships. Students should contact the Financial Aid Office, Spring Center Rooms 201-215 (851-1477). Additional information is also available in the College Catalog.
For scholarships available only to Dietetic Technology students, students should contact the Program Director.

The Health Office at each campus has a Registered Nurse on staff. Students may seek first aid for on-campus sickness/injury, consultation, and/or referrals.

Program Calendar and Scheduling

All Dietetic Technology courses are scheduled during the Fall and Spring semesters as determined by the College calendar. The semester calendars are published in the College Course Schedule each semester. The Dietetic Technology Department schedules all classes and clinics in accordance with the published academic schedules.

Calendar dates for the Fall semester, Winter Semester, Spring Semester and the Summer schedule are published in the ECC Fall Course Schedule.

Semester calendars can also be accessed on the ECC website. Calendars include Holidays and vacations.

In addition, students may reference individual course syllabi and outlines.
Program Policies

Privacy of Information and Access to Department Student File

Student files are kept in the Dietetic Technology Department to retain information such as signature forms, pretest scores, advisement and course registration, transfer credit requests, performance evaluations, and the like.

Students may request to review materials in their department file with the exception of letters of recommendation where the student has signed a waiver forfeiting his/her right to see such documents. The Dietetic Technology Program adheres to the Family Educational Rights and Privacy Act of 1974 as described in the College Catalog.

Supervised Practice Documentation

In order to ensure the required number of Supervised Practice hours, all supervised practice hours will be recorded and records maintained for each student by department clinical instructors. Student time sheets will be maintained and validated by site preceptors. Each semester, absences hours will be reviewed with students during advisement and registration and, if excessive, a remediation plan developed. All absences will be noted on each student’s Clinical Practice Hours Log at the conclusion of each clinical or field experience course. All time sheets and the completed Practice Hours Log will be entered into the student file upon graduation.

Student grades and performance evaluations are confidential and will not be released except on written request of the student.

Midterm and final grades will be posted to the ECC website and may be accessed only by students upon entering their user name and password. At no time will grades be posted, be released by phone, or be sent via e-mail.

Advisors

Students are assigned a faculty advisor from the department. Because advising is an integral part of the successful completion of the program, it is recommended that all students see their advisor prior to class registration each semester. Sign up sheets for appointment times are posted outside the Dietetic Technology office prior to advance registration each semester. Faculty office hours are also posted outside the Dietetic Technology office or may be obtained by calling the Dietetic Technology department office at 851-1377.
Standards of Performance

Dietetic Technology students must achieve a minimum grade of “C” in all Dietetic Technology courses.

Letter grades reflect the following point calculation:

- A  95
- A- 93
- B+ 90
- B  87
- B- 84
- C+ 82
- C  80
- C- 76
- D+ 74
- D  70
- D- 68
- F  ≤ 67

A passing grade of C must be obtained in co-requisite courses concurrently. Less than a C grade in any Dietetic Technology course requires that the course be repeated along with the co-requisite course. A minimum grade of C- must be obtained in both CH 140/141 and BI 178.

Should a student believe that an error has been made in a grade, the error must be brought to the attention of the instructor within one week following the return of papers or posting of grades to the ECC website.

Incomplete or “I” grades may be assigned in accordance with college policy and only with the filing of a contract signed by the faculty member and the student. For additional details on eligibility for an “I” grade, students should consult the College Catalog.

Students should consult the College Catalog for academic policies on how grade point average is computed.

Discipline and Termination

Academic probation and dismissal as well as standards for dismissal/probation are detailed in the ECC College Catalog.

In addition, Dietetic Technology Program specific infractions may lead to dismissal from the Program. Examples of such infractions include plagiarism, cheating, other forms of academic dishonesty, insolence, absenteeism, habitual tardiness, refusal to cooperate, academic or supervised practice deficiencies, falsifying timesheets or evaluation instruments, unprofessional conduct, or leaving the practice site before the assigned time without notice and/or prior approval. Students who present disciplinary problems will be asked to meet with the course instructor and documentation of the meeting will be placed in the student’s file. Should the problem not be resolved, the Program Director will intervene. Problems unable to be resolved at this level will be forwarded to the Dean of Students.
Registration Deadlines for Clinical Courses

In order to allow for sufficient time to schedule students for clinical assignments, deadline dates for registration in these courses have been established. For students intending to enroll in a clinical section for the Fall semester, registration must be completed by July 15th of the preceding summer. For students intending to enroll in a clinical section for the Spring semester, registration must be completed by December 1st of the preceding semester. Should a student be unable to preregister due to personal reasons, the intention to register must be submitted in writing to the Program Director by the appropriate date. Due to space limitations of clinical facilities and the facilities’ request to have the student names and dates of clinic participation in advance of the semester, students who do not preregister or notify the Program Director of their intention, will not be guaranteed a space in a clinical course.

Health Reports

All students in the Dietetic Technology Program must have an Allied Health Report submitted prior to admission to clinical or field site assignments. The initial report is due on or before November 15th of the semester preceding Nutrition Care II. Forms are available from the department secretary. The Allied Health Report must be obtained annually until all clinical and field site assignments are completed. The department must confirm that each student obtains a physical and has a PPD test annually, therefore only 3 parts of the confidential report must to be shown to the secretary: 1) the signature of the physician (or other health profession who performed the physical), 2) the date of the physical, and 3) the date the PPD(s) was read. Students should keep a copy for their personal use. Students bear the responsibility for the cost of the physical.

Drug Testing and Background Checks

Students may be asked to have drug testing and/or background checks performed by a supervised practice facility to which they are assigned. The costs of the testing and/or checks are the responsibility of the student should the facility choose to either bill the student or request that an independent lab or agency be utilized. All drug testing and background checks must be completed prior to participation in a supervised practice assignment at a facility requiring them.
Student Replacement of Employees

Dietetic Technology students will not routinely replace regular employees at facilities except for in the case of specific professional staff experience that is necessary to complete assigned learning activities. Students will not be compensated for work performed as a portion of the specific professional experience.

Dress Code for Clinical and Field Sites

Students reporting to clinical or field sites in improper attire will be dismissed to change into proper attire. Time lost for this reason is considered absence time. Make-up time is not available.

The following attire is required at all clinical and field sites:

- **White, button, full-length lab coat.** The lab coat must be clean, wrinkle-free, in good condition, and must have the college emblem arm patch **sewn** on the upper left sleeve. The lab coat must not be adorned with extra buttons on the sleeves, cuffs, or sides that may catch on IV tubing or other medical equipment.
- **Name tag.** The name tag must be worn on or above the top left pocket and must be in view at all times.
- **Hair restraints must be worn in food preparation areas.**
- **Professional attire.** For all students this means:
  a) **Closed toe dress or casual shoes with low to moderate heels.** Clogs and boots are not permitted. Duty shoes and sneakers are not permitted except when assigned to food service areas. If worn in these areas, they must be clean, white, low, in good condition, and made of leather.
  b) **Jeans, leggings, jeggings, jean skirts, jean-style pants, skin-tight pants, and shorts are not permitted.** Leggings with boots are not permitted.
- **Tattoos must be covered at all times.**
- **Visible body piercings (e.g. tongue, eyebrow, nose, lip, etc.) are not allowed. Pierced ears are permitted with earrings no longer than one inch.**
- **Colognes and perfumes are not allowed.**
- **Personal appearance**
  For males:
  a) Neckties are required except in food service areas.
  b) Wedding bands are the only jewelry permitted.
c) If hair is longer than shoulder length, it must be confined to prevent contamination and promote safety.

d) Fingernails must be trimmed to a moderate length. Nail polish is not permitted.

e) Socks must be worn.

f.) Facial hair must be cleanly shaven. Beards and mustaches must be neatly trimmed

For females:

a) Socks which cover the ankle, tights, or hosiery must be worn.

b) Exposed midriffs, low cut tops, camisoles (alone), shorts, miniskirts, Capri pants, cropped pants, leggings, and yoga pants are not permitted.

c) Wedding bands and engagement rings are the only rings permitted.

d) Earrings must be modest in size, no longer than one inch, and limited to two pairs.

e) If hair is longer than shoulder length, it must be confined to prevent contamination and promote safety.

f) Fingernails must be trimmed to a moderate length. Nail polish is not permitted in food service areas.

Note: Additional dress regulations imposed by a clinical facility or field site supersede those of the Dietetic Technician Program.

Professional Liability Insurance

Malpractice insurance is required of all students assigned to a clinical facility. Mandatory Malpractice Insurance is included as a portion of the student Tuition & Fees Schedule.

Clinic and Field Site Attendance

Clinic and field site hours are mandated by our accrediting body and are necessary for successful course completion. Absences are subject to faculty review for appropriate action. Greater than three absences may result in a failing grade for the clinic course.

Clinical and field site experiences make-up time is not available. Three occurrences of tardiness of longer than 10 minutes without notification will be counted as an absence. If a student is tardy three times, the student will be required to meet with the Program Director to discuss a plan for corrective action. Students may not leave assigned clinic and field sites before the end of their assigned times except for extenuating circumstances.

Notification of absence or tardiness must be given prior to the beginning of the scheduled assignment. An absence not reported prior to the scheduled time is double weighted; that is, it is counted as two absences.

A clinic attendance log will be maintained by the department for each student.
The procedure for absence or tardiness notification is as follows:

1. Call the assigned site as early as possible.
2. Ask for the Nutrition Services Department.
3. Ask for the name and title of the person you talk with.
4. Identify yourself as a student from ECC.
5. Inform that person that you will be late or absent.
6. Call the Dietetic Technology office and leave a message on voice mail at 851-1377 or with the number of an individual instructor as directed in clinic.

Travel

Students are responsible for their travel to and from clinical and field sites. Owners of vehicles are responsible for travel liability for themselves and riders in their car. Students using public transportation assume personal liability for their safety. Information regarding facility location as well as parking will be provided at the beginning of the semesters of clinical and field site courses by the instructor(s).

Class, Clinic, and Field Site Attendance

To meet course objectives, class, clinic, and field site attendance is essential. Therefore it is expected that students will attend all classes and assigned supervised practice experiences. Absences in any course will result in appropriate adjustment of grade according to the course/clinic/field site syllabus.

Only those Holidays and Semester Breaks as identified by the College Calendar will be observed. No student will be penalized for missing classes/examinations due to the observance of a religious holiday, as prescribed by Section 224 of the State Education Law.

Students observing additional religious or cultural holidays must notify class instructors of the anticipated absence at least one week in advance and must make arrangements to complete all missed work. Personal vacations will not be considered as a legitimate reason for absence from class. Penalties for missed days and work are detailed on all course syllabi.
Quizzes and Exams

Quizzes, whether announced or unannounced, must be taken at the scheduled time. Quizzes may not be taken prior to or after the scheduled time.

Examinations will be scheduled. All students must take all examinations. Examinations may not be taken prior to the scheduled date. In the event of an avoidable absence from an examination, the instructor must be notified prior to the time of the exam. Failure to notify the instructor of an absence from an exam will result in a zero grade for the exam. Arrangements to take a make-up exam must be made with the instructor within two days following the exam and must be taken within one week of the scheduled date. The format for make up exams is at the discretion of the instructor. Make-up final or comprehensive examinations can be taken only with departmental approval and a written incomplete contract. For additional information, students should refer to course syllabi.

Late Assignments

Late assignments are accepted only within the first week of when they are due. Each instructor has the discretion of not accepting late assignments and/or for enforcing penalties for late assignments. Late assignment policies for each individual course are detailed in the course syllabus.

Illness or Injury During Supervised Practice

Policies regarding illness or injury are in force and will be observed by the student while at supervised practice sites.

Accident and Exposure Incident report forms are included in course Clinic Manuals as well as the Field Site Manual. Forms will be completed and filed with the Dean of Students within 24 hours of the occurrence. Additional facility specific forms will be completed as determined by site policies. Further information will be provided by clinical instructors and site preceptors.
Anticipated Lengthy Absence

In the event of an anticipated lengthy absence (e.g. major illness, surgery, personal circumstances), each case will be reviewed individually to assess the impact of time lost and the likelihood of completing the course successfully. Absences may affect grades for participation as detailed in course syllabi. Lengthy absences may require written documentation.

Assessment of Student Learning

Assessment, or evaluation of learning, occurs throughout the program. Students will be provided with a syllabus for each of the Dietetic Technology curriculum courses which will detail the components of the assessment portion of the course. In order to assist students in determining their status halfway through a course, a midterm grade report will be provided for each course taken in the semester. Final grades are given at the conclusion of the semester.
Assessments are also provided for supervised practice rotations. The type and schedule of evaluations are provided in the course syllabus as well as the course Handbook.
Students will also be provided feedback on attendance and performance through the Starfish student tracking and early warning program.
Midterm grades are provided for these courses as well as are final grades.

All midterm and final grades can be accessed on the ECC website.
Students are encouraged to consult with the course instructor and /or their advisor with any concerns regarding grades and performance.

Program Comprehensive Examinations

At the completion of the fourth semester courses, comprehensive examinations are given in the two areas: nutrition and food service. Scores for these examinations are included as a portion of the grade determination for the final food systems management and nutrition courses. Students should consult the course syllabi for NT 285 and NT 276 for further details.
Program Retention and Remediation

The Starfish student Early Alert and Retention program provides students with feedback on attendance and academic performance throughout each semester.

Students who do not achieve a grade of C in an NT (curriculum) course will be permitted to repeat the course only one time.

Students repeating a course must meet with either an advisor or the course instructor and develop a remediation plan based on the assessments from the first attempt of a course. A copy of the plan should be provided to the student, the instructor, and placed in the student file.

Students in jeopardy of dismissal from the Dietetic Technology Program will be referred to the Career Resources Center where students will have the opportunity to complete a career interest inventory to determine alternate career paths.

Program Completion

Students must complete all program requirements for graduation within six semesters if full-time. If a student is part-time, all program requirements for graduation must be completed within eight semesters. Semesters to be counted will begin when a student enrolls in a course with a prefix of NT (curriculum course).

For both full-time and part-time students, all requirements for graduation must be completed within five (5) consecutive years.

Inclement Weather

When classes are cancelled at ECC North campus due to snow or other inclement weather, clinical and field site experience is automatically cancelled.
Transfer Credit

If transfer credit for previous college experience is requested, it is the student’s responsibility to arrange for an official transcript to be sent to the Admissions Department at ECC. This process should be initiated as early as possible so that advisement can facilitate successful completion of degree requirements. Credit for life experience may be awarded to those students who submit documentation of their experience. Students should submit the following to the Program Director: The course for which the credit is being requested, a resume including work experience, a summary of the work experience, job descriptions, and references from supervisors. Documentation will be reviewed and compared to course objectives to determine if credit can be awarded.

Course Substitution

In order to promote a smooth transfer to a four year institution as well as to improve transferability of credits to a bachelor of science degree in dietetics, the following courses will be accepted as equivalent to courses required by the Dietetic Technology curriculum:

<table>
<thead>
<tr>
<th>Required course</th>
<th>Substitution</th>
</tr>
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<tbody>
<tr>
<td>CH 140 College Chemistry I</td>
<td>CH 180 University Chemistry I</td>
</tr>
<tr>
<td>CH 141 Lab for CH 140</td>
<td>CH 181 Lab for CH 180</td>
</tr>
<tr>
<td>BI 178 Basic Human Physiology</td>
<td>BI 150 Anatomy and Physiology I</td>
</tr>
<tr>
<td></td>
<td>BI 151 Lab for BI 150</td>
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<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>BI 152 Anatomy and Physiology II</td>
</tr>
<tr>
<td></td>
<td>BI 153 Lab for BI 152</td>
</tr>
</tbody>
</table>

It should be noted that these courses will be recognized as meeting course prerequisites and that prerequisites must be completed prior to entry into the course requiring the prerequisite.
Grievances

Students who believe that a member of the Dietetic Technology program faculty has incorrectly reported a grade should first bring the grade to the attention of the individual instructor. If the student is not satisfied with the determination of the instructor, the matter is then presented in writing to the Program Director who will follow the grievance procedures as outlines in the College Catalog. Grievances may also be directly submitted to the Provost for Health Sciences or the Dean of Students. The same procedure is followed when a student believes he/she has been unfairly treated in a matter other than that of grades, whether the unfair treatment is by another student, a staff person, preceptor, or a faculty member. At no time will retaliation by personnel from the College, any program, or practice facility be tolerated for the filing of a grievance by a student. Students should consult the College Catalog for the Academic Grievance Procedure and the Academic Complaints flow chart or the Student Affairs Complaint Procedure and the Student Affairs flow chart. The Program will maintain a record of all student complaints, including the resolution of the complaints in the students’ file for a period of seven years. Students may contact ACEND in order to submit a complaint for unresolved complaints related to ACEND accreditation standards. Students should submit complaints to ACEND only after all other options with the College have been exhausted.

Class Withdrawal

Students considering withdrawal from a course are advised to discuss the reason(s) with the course instructor and their advisor. Withdrawal from a course may effect enrollment in co-requisite courses, may lengthen the time necessary to complete the program, and may impact financial aid. Students may officially withdraw from a course without academic penalty if they do so before the last day of the Last Day to Withdraw, as noted in the Academic Calendar. A full-time student who withdraws from all registered courses will be considered withdrawn from the college. Students withdrawing from the college must complete the official withdrawal forms available in the campus Counseling Center. This procedure, once completed, terminates current registration in all courses. Students desiring to reenter the college must reapply to the college through the College Admission Office and to the Program. Students should consult the College Catalog regarding withdrawal and refund of tuition and fees. Students should also consult the College semester calendar for deadline dates.
Student Insurance

ECC policy states that medical malpractice insurance is mandatory for all students with client contact. This nonrefundable fee is billed by the college. Liability insurance is provided by the College through the Lawley Insurance Company to students assigned to clinical and field sites to cover bodily injury and property damage. All sites are required to participate in a workers compensation insurance program.

Registration Examination for Dietetic Technicians

Following successful completion of the Dietetic Technology Program, students will be eligible to sit for the Registration Examination for Dietetic Technicians. Students will be provided with preparation for the examination in the final semester prior to graduation as part of NT 284 Dietetics Seminar. In addition, the Program Director will provide student exit packets prior to graduation with additional details on the examination. Students are strongly advised to take the exam at the earliest opportunity as the greatest probability for success has historically been for those taking the exam at the first opportunity following graduation.

Verification Statement

The Commission on Dietetic Registration requires written verification from the program director that a student has successfully completed the degree requirements for the Dietetic Technology program in order to: 1) ensure qualifications for membership have been met and 2) determine eligibility for taking the Registration Examination for Dietetic Technicians. These statements are sent to qualifying graduates via mail following graduation certification.
Student Opportunities

Professional Organization Membership

Student membership in the Academy of Nutrition and Dietetics is recommended for all students in the Dietetic Technology Program, especially those in their final year. Application forms can be obtained from the Dietetic Technology office. Membership in the Academy of Nutrition and Dietetics affords students the opportunity to participate in the professional organization on a national level; remain current on research, policy, and developments; and learn about upcoming meetings as well as educational and employment opportunities. Membership in the Western New York Dietetic Association and/or the Erie County Nutrition Committee is also recommended. See the Program Director or a faculty member for further information.

Outside Employment

The Program faculty realizes that it may be necessary for some students to work part-time while attending school. However, this should not be done at the expense of the Dietetic Technology Program. It is the student’s responsibility to fulfill all school obligations. If a student appears too fatigued to perform safely in a clinical or field site, the instructor may dismiss the student from the assigned area. It is not advisable for a student to work from 11:00 pm to 7:00 am and then report to a clinical or field site, as fatigue is a frequent cause of accidents and poor judgment.
Student Conduct

Confidentiality

During clinical courses the Dietetic Technology student is entrusted with information of a confidential/personal nature. It should be understood that the confidentiality of information from medical records, employee records, and financial records must be maintained.
Confidentiality in discussion in classrooms or at clinical sites is also essential. Prior to the first clinical course, all students are required to complete HIPAA training and have a certificate of training in their student file.

Observance of Patients’ Rights

Students must be aware of Patients’ Rights, which are included in the New York State Code for Hospitals and Nursing Facility Operations. Confidentiality and respect are key components of this portion of the Code.

Personal Habits

Students are not permitted to smoke or chew gum while at clinical or field sites. Eating is permitted only in designated areas. The use of cell phones at clinical sites is not allowed. Personal phone calls are permitted only in emergency situations. The site instructor should be consulted prior to placing a call.

Academic Honesty

Students are expected to display academic honesty at all times. Plagiarism (the passing off of someone else’s ideas as your own without giving credit) and cheating (on exams and quizzes) may result in course failure, college suspension, or dismissal from the Program and/or College. Details can be found in the ECC College Catalog.
Acknowledgement of Student Handbook

I have received and thoroughly read the Dietetic Technician Program Student Handbook. I understand the policies and regulations contained therein as well as the responsibilities I am assuming. I understand that failure to comply with the established policies may result in suspension or termination from the program.

I agree to comply with these policies.

Name: ___________________________________________ Date: __________

(Please print)

Signature: ___________________________________________
Employer Information Release

I grant permission to the Dietetic Technology Department to release any or all of the following information to prospective employers: 1) school/program activities; 2) confirmation of degrees, awards, and certificates of completion; 3) most current cumulative grade point average; 4) synopsis of clinical/field performance evaluations; and 5) recommendations for employment.
I forfeit any right to view letters of recommendation as sent to perspective employers.

Name: ____________________________________________ Date: __________
(Please print)

Signature: ____________________________________________