

Master's Student Handbook



Department of Dietetics & Nutrition

University of Kansas Medical Center
School of Allied Health

Revised August 2008

REQUIRED INFORMATION

August 12, 2008

Dear MS Student,

Please read the MS Student Handbook for the Department of Dietetics & Nutrition.

Sign the statement provided and return it to the MS Program Director by the end of the first week of school. The statement will be placed in your student file in the department.

Sincerely,

Linda D. Griffith

Linda D. Griffith, PhD, RD, CNSD
MS Program Director
4096 Delp
lgriffitih@kumc.edu

I read the MS Student Handbook for the Department of Dietetics & Nutrition and understand the policies. I agree to refer to this handbook as needed and to abide by the policies presented in the handbook during my graduate program.

Student signature: _____

Date: _____

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INFORMATION PERTINENT TO ALL KUMC GRADUATE STUDENTS

References Concerning KUMC Graduate School

- Office of Graduate Studies
<http://www2.kumc.edu/aa/gradstudies/default.htm>

- Graduate School Catalog, University of Kansas
<http://www.catalogs.ku.edu/graduate/>

- KUMC Student Services
<http://www.kumc.edu/studentcenter>

Links provided to the following:

- Dean of Students
- Office of the Registrar
- Student Health Services
- Student counseling & Educational Support Services
- Student Financial Aid
- Student Resources, Wellness & Diversity
- The Student Wellness Program

- KU Medical Center Student Handbooks

The University of Kansas Medical Center Online Student Handbook is separated into different sections; one for each of the different schools and one general guide for the Medical Center. This handbook is available only online:

<http://www.kumc.edu/studenthandbook/>

Contained within the handbook are the following sections:

- General Introduction
- School of Allied Health
<http://www.kumc.edu/studenthandbook/sah.html>
- School of Medicine
- School of Nursing
- Graduate Studies-
<http://www.kumc.edu/studenthandbook/graduate.html>
- KUMC Policies and Procedures
- KUMC Campus Events Calendar
- Police Annual Report

Information Needed Before or At Enrollment

Miscellaneous information that is not located in the previous references is documented in this section.

Kansas Residency

For full information about requirements for Kansas residency and for the Kansas residency application form, see the Office of Registrar at the following website, <http://www.kumc.edu/studentcenter/regenroll.html>.

As noted on the residency application, “Someone who comes to Kansas to go to school, and who goes to school full-time, has to overcome a strong negative presumption that he/she is only here temporarily for the duration of his/her program.” A summary of the requirements to be considered a Kansas resident includes:

- Continuous physical residence in Kansas for 365 days. These days must be prior to the first day of classes for which you are applying for residency.
- Sources of financial support to meet your living expenses must come from Kansas sources. The student has to show Kansas sources of income that meet or exceed expenses.
- Your intent must be to stay in Kansas indefinitely.
- You must be residing in Kansas for reasons other than just education

Photo Identification Card

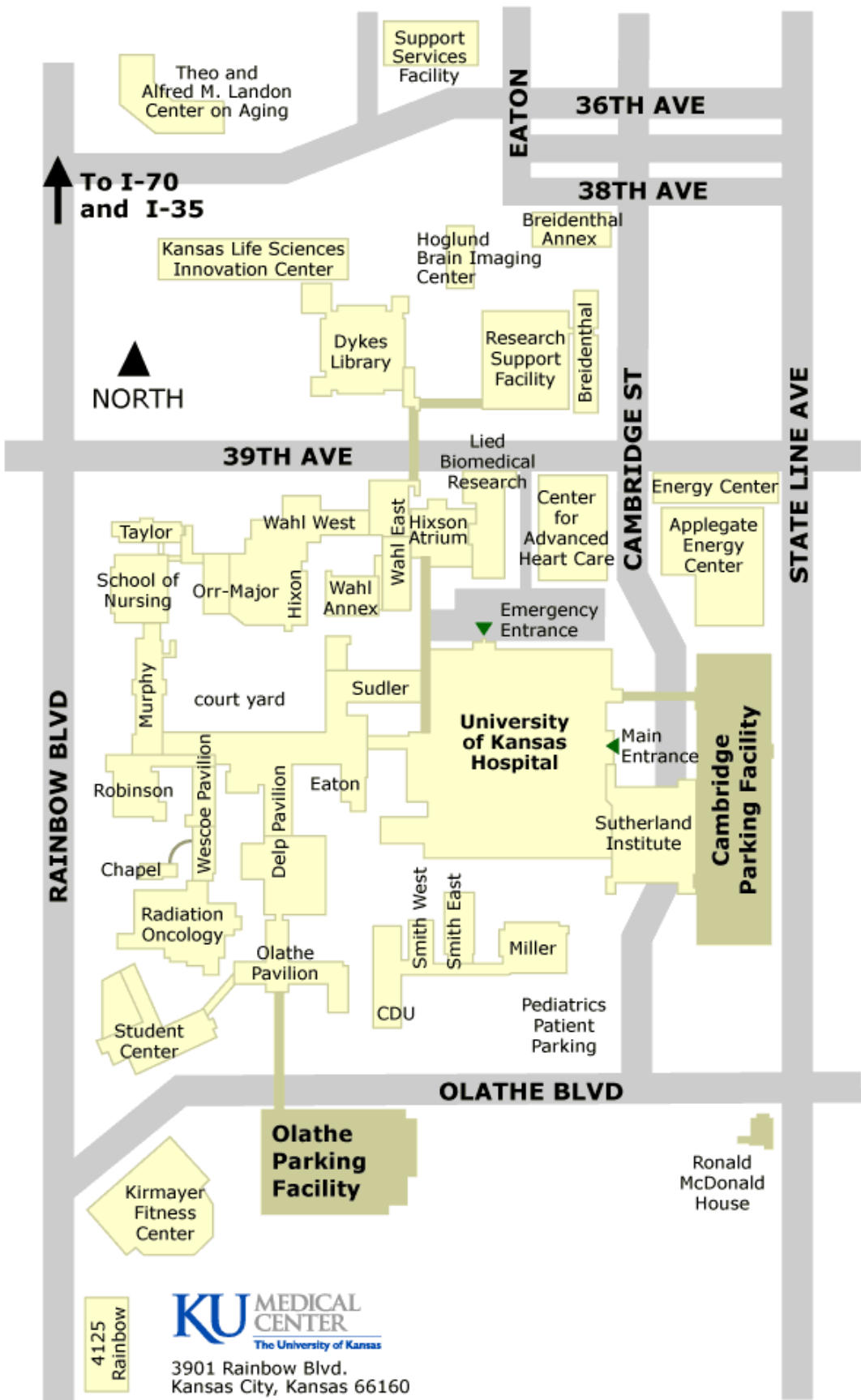
The KUMC police require that all students have a photo identification card. For students who do not receive the card as part of a group enrollment activity, a time to have the photo taken and the card made must be scheduled by the student by calling 913-588-8012 (Kim). Photos are taken in Human Resources, 1054 Wescoe. The days and times are M-Th, 8 am-4 pm except for 12-1 pm.

Photos for Student Roster

KUMC administration has requested all departments to maintain a photo record of all students. These photos are taken during orientation. Make-up photo sessions will be scheduled as needed. Contact Elissa Monroe, Photography Studio, Sudler G016

KU Medical Center Maps

<http://www.kumc.edu/Pulse/howtocontact.html>



4125
Rainbow



3901 Rainbow Blvd.
Kansas City, Kansas 66160

Information Needed Prior to Enrollment

Background Checks

On January 1, 2004, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires that all persons who are involved in patient care activities, i.e., employees, volunteers AND STUDENTS, must have criminal background checks and other healthcare related checks. Most public/private school systems are requiring background checks as well.

Acceptance into School of Allied Health academic programs is conditional, pending the results of a criminal/healthcare-related background check. Your acceptance into the School's program will not be final until we have received your background check information from Validity Screening Solutions, so do this as quickly as possible. To obtain this report, follow the instructions on the next page directing you to the Validity Screening Solutions website. Your cost will be \$44.00, payable online via credit card (add \$1.00 surcharge) or money order/cashier's check. Background checks will not be run until payment is received by Validity Screening Solutions. Once payment is received, the report will be issued within 72 hours or less.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current report. The School of Allied Health requires only one background check prior to final acceptance and subsequent enrollment.

The School of Allied Health may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security Number to the MO Department of Health and Senior Services, the agency that provides the EDL check.

Information about what the background check entails can be found in the FAQ's at the Validity Screening Solutions website.

Should a background check/EDL check come back with an unacceptable conviction, the applicant/student will be notified by the School of Allied Health. If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.

To initiate the background check:

1. Go to **<https://www.validityacademics.com>** . This is a secure link.
2. You will be asked for a Username and a Password.

The Username is: ku9892 The Password is: background

3. Click on "Login"
4. Click on "Allied Health "
5. Read the "Summary of Your Rights Under the Fair Credit Reporting Act." (FYI: This will not be a credit report, though the "Summary of Rights . . ." title leaves that impression. The Fair Credit Reporting Act refers to ALL consumer reporting agencies (CRA's), most of which are, in fact, credit bureaus. However, the agencies that provide the criminal background information also fall under that CRA umbrella.)
6. Check the box that indicates you have read the Summary of Your Rights.
7. Click on "Proceed with Background Check."
8. Fill out all form fields on the disclosure. If you want to have a copy of the report emailed to you, be sure to fill in your email address and click the box next to "Forward a copy of my completed report to my email address."
9. Click "Continue Application."
10. Fill out form fields on the employment verification page.
11. Click "Save and Continue."
12. You must check the box that authorizes Validity Screening Solutions to run the background check. Then type in your name and the date. Click "Continue Application."
13. The last screens are about payment. Select an option. After a credit card payment has been accepted, your background check will be processed immediately. If you choose to pay by cashier's check or money order, remember that this payment method may take up to five days to receive and process.

Background checks will not be performed until payment is received. Questions should be directed to Moffett Ferguson at 913-588-5275 or at mfergus1@kumc.edu.

Health History / Physical Exam: All KUMC students are required to complete a student health history record and receive a physical examination within 6 months of starting their academic program.

- If you have questions regarding the KUMC health insurance policy, contact the Dean or Student Affairs Office of your school.
- If you have questions regarding immunizations, physical exams, or health history requirements, call 913-588-1941 or fax to 913-588-1943.
- If you have questions regarding the health insurance verification process, call 913-588-4695 or email shinsurance@kumc.edu.

Health Information

At least two weeks prior to enrollment, all KUMC students are required to submit:

1. Proof of current health insurance (e.g., photocopy of your insurance card or letter from the health insurance company)
2. Signed "Acknowledgement of the Student Health Insurance Policy" form (Download at <http://www.kumc.edu/studentcenter/pdf/acknowledgement.pdf>)
3. Completed & signed "Student Immunization Record" form (Download at <http://www.kumc.edu/studentcenter/pdf/healthimmun.pdf>)
4. Completed & signed "Student Health History Record" form (verifying recent physical exam.) (Download at <http://www.kumc.edu/studentcenter/pdf/healthhistorysf.pdf>)

You will not be allowed to enroll without this documentation. If you are interested in receiving a physical examination and/or immunizations at Student Health prior to your enrollment, please call the clinic at (913) 588-1941. You must complete all sections of these forms and return to:

KUMC Student Health Services
1012 Student Center Building
3901 Rainbow Boulevard
Kansas City, Kansas 66160-7370

Health Insurance: The University requires all students taking courses at KUMC to maintain current health insurance throughout their enrollment. You may choose any health insurance plan. The Kansas State Employees Health Care Commission endorses a policy for students at Kansas Regent Institutions (e.g., KUMC, KU, KSU, etc.). The plan is underwritten by the MEGA Life and Health Insurance Company and is better known as the Student Resources plan. To reach Student Resources by phone, call 1-800-237-0903. More about the policy can be located at :

<http://www.kumc.edu/studentcenter/healthnews8-05-5.html>

Immunizations: All KUMC students are required to have a complete immunization record on file in Student Health Services. At the time of enrollment, students will be required to receive any missing immunizations. Please refer to the immunization fee schedule on the back of the Student Immunization Record.

Information Needed Post Enrollment

Confidentiality Agreement : Students involved in health care or with access to health care information as a part of coursework or student employment must sign a KUMC confidentiality agreement. The agreement is necessary for compliance with the Health Information Privacy Act. The MS student will be asked to sign the KUMC Confidentiality Agreement Covering Fellows, Residents and Students if the student enrolls in a course or accepts employment that requires involvement in health care or access to health care information. Students must complete "The Health Insurance Portability and Accountability Act" (HIPAA) training tutorials by the first week of school. The HIPAA Tutorials are available on line at <https://www2.kumc.edu/chalk2/>

Email Policy : For the complete KUMC student e-mail policy, go to the electronic KUMC Student Handbook. Each new student, upon enrolling, is issued a KUMC e-mail account with an address on the kumc.edu domain. This account is used for the University business and official University communications to students. Students are expected to regularly check their KUMC e-mail account for University communications.

Hazardous Weather : The Office of the Executive Vice Chancellor will provide official notice if classes are cancelled at KUMC because of inclement weather. For official notice, check the KUMC Information Phone Line (913-588-4636), the website **<http://www.kumc.edu/info>** and KUMC Broadcast email.

Information Phone Line: KUMC has established an information line for faculty, staff, and students. Dialing 588-INFO (4636) will provide you with access to recorded announcements and information concerning important university news, events, activities or inclement weather. 588-INFO serves as a supplement to other sources of information including our website <http://www.kumc.edu/info> as well as Broadcast email.

Leave of Absence Policy: All requests for, as well as requests to return from, a Leave of Absence (LOA) must be approved by the Dean of the Office of Graduate Studies. The following is a checklist that should be accomplished by the student when considering a leave of absence (LOA).

- Financial Aid – Sara Honeck – Ask about contacting lenders, possible need to repay financial aid for current semester, and loan deferments. Loans cannot be deferred when students are not enrolled.
- Fees – Jeremy Ring – Ask how ill current fees be handled? Refunds may go to Financial Aid. Ask about future assessments.
- Residency – Jeremy Ring – Ask about retaining residency for fee purposes. NOTE: A student who is not enrolled at KU and who moves outside the state for a period of his/her LOA will, in all likelihood, lose his/her residency status.
- Health Insurance – Elvia Brown – Ask how it is possible to remain on the student health plan.

Nonacademic Technical Standards - The Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 prohibit discrimination against applicants for admission to education programs on the basis of disability and require “reasonable accommodation” for “qualified” persons. Qualified persons are those who meet the eligibility requirements of the academic program, i.e. passing scores on admission tests, completion of prerequisite courses and ability to perform the academic and nonacademic standards of the education program with or without a reasonable accommodation. The Nonacademic Technical Standards include those physical, cognitive and behavioral standards that are required for the satisfactory completion of all aspects of the curriculum and the development of professional attributes required by all students at graduation.

If a person is accepted into the Dietetics & Nutrition MS program, he/she will be asked to state if the Nonacademic Technical Standards can be met with or without accommodation. It is the accepted student’s responsibility to notify the Admissions Committee if there is any reason why the accepted student cannot meet the Nonacademic Technical Standards for the Dietetics & Nutrition MS degree with or without accommodation. The acknowledgement of need for accommodation to meet the Nonacademic Technical Standards will be reviewed by the department Admissions Committee and the KUMC Equal Opportunity/Disability Specialist. The Equal Opportunity/Disability Specialist will request documentation of the disability and will review the accepted student’s ability to meet the Nonacademic Technical Standards with the provision of reasonable accommodation. If you have questions, you may contact Carol Wagner, Equal Opportunity/Disability Specialist, Equal Opportunity Office, KU Medical Center, 3901 Rainbow Blvd., Kansas City, KS 66160 (Phone: 913-588-7813 or TDD: 913-588-7963).

The Department of Dietetics & Nutrition and the University of Kansas Medical Center have a commitment to nondiscrimination, access and reasonable accommodation. Individuals with disabilities are encouraged to apply.

The MS degree prepares students to practice dietetics and nutrition and to interpret and participate in research in nutrition within academic and healthcare organizations. The graduates must have the knowledge and skills to function in a broad range of activities. Therefore, all students who are admitted into the MS degree program in Dietetics & Nutrition must meet the following abilities and expectations:

1. Observational Abilities (Necessitates the functional use of vision and hearing.)

The admitted student must be able to:

- Observe, learn from and analyze class demonstrations and experiences in disciplines relevant to dietetics and nutrition that include but are not limited to biochemistry, physiology, statistics and research methodology.
- Read and comprehend text, numbers and graphs.

2. Communication Abilities (Includes hearing, speech, reading and writing.)

The admitted student must be able to:

- Communicate effectively and efficiently in oral and written form with students, faculty, scientists, health providers and clients.
- Understand lectures and readings.
- Read and comprehend technical and professional materials.
- Follow verbal and written instructions.
- Independently prepare papers and take examinations.
- Present lectures and research results verbally and in writing.
- Use the computer in coursework and in communication with faculty and administration.

3. Motor Capabilities

The admitted student must be able to:

- Travel to sites involved in coursework.
- Travel within the university to sites such as the library, classrooms, etc.
- Use a computer.
- Prepare assignments
- Make public presentations

4. Intellectual Abilities

The admitted student must be able to:

- Understand and perform measurements, calculations, synthesis, analysis, reasoning and problem solving.
- Participate in research.

5. Behavioral and Social Skills

The admitted student must have:

- The emotional health required to fully utilize intellectual abilities, to exercise good judgment, to act ethically and to complete projects in a timely manner.
- Self-motivation.
- Appropriate, sensitive and effective relationships with clients, faculty, members of health team and/or research collaborators and other diverse groups.

- Attention to detail and flexibility to function in a research setting.
- Reliability.
- Ability to adapt to the fast pace of change in the medical sciences.

Student Counseling & Educational Support Services : For details concerning the Student Counseling and Educational Support Services, go to the KUMC Student Handbook, General Information (<http://www.kumc.edu/studenthandbook/general.html>).

The Department of Dietetics & Nutrition encourages graduate students to use these services. Often psychological/emotional issues emerge with the transition from undergraduate to graduate school and the transition from graduate school to professional career and can interfere with a student's ability to take full advantage of the academic opportunities. The professionals in the Student Counseling and Educational Support Services are familiar with the issues involved in this stage of life for students in the health professions. The services are free to students.

DN GUIDELINES & POLICIES FOR GRADUATE STUDENTS

Description of Programs - The graduate programs offered by the Department of Dietetics and Nutrition include:

- Master of Science Degree - Non-thesis or Thesis Options
- Dietetic Internship Graduate Certificate Program

Mission, Objectives and Competencies of Programs

- Objective of the Non-thesis MS Degree: To prepare students to practice dietetics and nutrition and to interpret research in nutrition in healthcare organizations. The graduate would be prepared to translate research into practice and may assist a principal investigator in research.
- Objective of the Thesis MS Degree: To prepare students to practice dietetics and nutrition and to conduct and interpret research in nutrition in positions of leadership in academic, tertiary care and research centers. The graduate would be prepared to translate research into practice as well as to participate in research.
- Mission of the Dietetic Internship: To produce registered dietitians with enhanced skills in nutrition therapy for health and education positions that will provide services for the citizens of Kansas, the region, the nation and the world.

Academic Advisement System - The MS Program Director (Linda Griffith, PhD, RD, CNSD) is the academic advisor for the MS students. This person will provide:

- Aid in educational goal setting.
- Information about graduation requirements and suggested coursework timetable.
- Form for developing individual coursework timetable.
- Information about enrollment.
- Referral to appropriate student resources such as student activities, career services and counseling services.
- Information about educational and career opportunities.

MS Curriculum

Courses	Thesis Option	Non-Thesis Option
*DN834 Methods of Research	3 hr	3 hr
*Biostatistics (700-800 level)	3 hr	3 hr
*Biochemistry 702	3 hr	3 hr
*DN836 Bioc, Physiol, Genetics of Human Nutrition	3 hr	3 hr
*DN817 Seminar in D&N (1 h per semester for 3 semesters)	3 hr	3 hr
Research (See below for differences between options)	3 hr minimum *DN899 Thesis	3 hr *DN854 Special Problems
#Electives	12 hr	15 hr
Total Hours	30 h	33 hr

Required courses *

For MS students who are former KUMC dietetic interns, elective credits will be D&N electives. For MS students who are not former KUMC interns, up to 6 graduate credit hours of electives may be taken outside the department if the courses are relevant to the career goals of the student.

Online Courses: The department is providing several online courses for student convenience. Students should note that is departmental policy that DN 817 Seminar in Dietetics and Nutrition may enroll in the online version only twice (2). They must take at least one semester on campus.

MS Thesis versus Non-thesis Option: Full-time MS students who enter in the Fall Semester will be given the opportunity to make a decision about the thesis versus non-thesis option about mid-term in the first Fall Semester in DN 834 Methods of Research in Nutrition. MS students who are part-time or who enter in Spring or Summer Semester will make the decision about the thesis versus non-thesis option when most appropriate for their coursework timetable. When the student enrolls for DN 899 Thesis for the first time, the student will be given the booklet entitled "Reference for Thesis Research and Oral Examination" by the research advisor. When the student enrolls in DN 854, the student will be provided with a course syllabus by the research advisor. Differences in the research experience for the thesis and non-thesis options are outlined below.

DN 899 Thesis

- Time period: Thesis research can be done over a number of semesters.
- Scope of research: Thesis research involves all aspects of research including a proposal, collection and analysis of data and a thesis.
- Written presentation: Thesis
- Oral presentation: 30 min presentation to department; 30 min **of questions from thesis committee**
- General oral exam: 30 minutes – See Appendix D

DN 854 Special Problems (Research project)

- Time period: The project is generally completed in one semester.
- Scope of research: The project may include one or more of the following:
 - Writing an intensive review of the literature on a given topic.
 - Participation with a faculty member in the development of a research proposal or grant.
 - Participation with a faculty member in conducting a pilot project.
 - Participation with a faculty member in the design, implementation or the evaluation of a program in a specialized area of dietetics practice.
 - Collection and/or analysis of data in conjunction with a faculty member engaged in research
- Written presentation: A 1-page proposal and write-up of project
- Oral presentation: 30 min presentation to department
- General oral exam: 1 hour – See Appendix D

MS Coursework – Suggested Timetables

See next two pages for model schedules for:

- KUMC Interns transferring to complete the MS Program
- MS Students enrolled outside of the Dietetic Internship Program

MS Coursework - Progress Toward Graduation

Courses	Semester/Year	Cr	Advising Date	Student Signature
Required				
DN 834 Methods of Research (3)	Fall			
Biostatistics (700-800 level) (3)	F / Sp			
BCHM 702 (3)	Fall			
DN 836 Bioc ...Human Nutrition (3)	SP			
*DN 817 Seminar (1)				
*DN 817 Seminar (1)				
*DN 817 Seminar (1)				
*A student may enroll in the online version of DN 817 only two times. Therefore the student should plan to take at least this course on campus at least one time.				
Research				
DN 854 Special Problems (nonthesis) (3)				
DN 899 Thesis (3 h min)				
Electives - DN				
DN 800 Topics Clin Nutr (1-6)				
DN 810 Nutritional Assessment (3)	Fall			
DN 820 Nutr. Edu Skills for Teachers (3)	SU			
DN 826 Appl Clin Nutr (3)	Fall			
DN 822 Nutr Care Mgt (2)	Fall			
DN 835 Micronutrients (3)				
DN 841 Pub Health Nutr (1)	Fall			
DN 826 Appl Clin Nutr (3)	SP			
DN 822 Nutr Care Mgt (2)	SP			
DN 838 Adv Clinical Dietetics (3)	SP			
DN 841 Pub Health Nutr (1)	SP			
DN 839 Clin Aspects Nutrition Support (3)				
DN 857 Motivational Interviewing (1)				
DN 862 Maternal & Child Nutr (3)	SU			
DN 865 Nutr Sport Exer (3)	SU			
DN 870 Health Behavior Counseling (3)				
DN 875 Pediatric Clinical Nutr (3)	Fall			
DN 876 Prvent & Mgt Obesity (3)				
DN 880 Diet/Herbal Supplements (1or 2)	SU			
DN 885 Nutritional Biochemistry (3)	Fall			
DN 890 Graduate Research (3)				
Electives – Outside DN (6hr max)				
Electives – Total (12/15 credits)				
Grand Total (30/33 credits)				

NOTE FOR DIETETIC INTERNS:

Interns are required to take 14 credit hours for Graduate Certificate:

30 / 33 credit hours to graduate minus 14 DI credit hours = 16 – 18 hours left for MS.

Non-Thesis Option means you have (3) ELECTIVE HOURS REMAINING. Thesis Option means no elective hours remaining

Schedule Suggested for KUMC Interns Entering MS

Interns enter MS program with 12 credits of electives and 2 credits of required seminar.

The schedule is “suggested” as one way to graduate with an MS in nutrition in 2 semesters after finishing the internship. Students may want to take longer to finish the MS because of work, financial or personal commitments.

Semester	Thesis Option	Non-thesis Option
Summer		
DN 827 Practicum	2	2
Electives	0-3	0-3
DN 899 Thesis ¹	1	-
DN 854 Special Problems	-	0-3
RD Exam ²	Yes	Yes
Fall		
Biochemistry BCHM 702	3	3
Biostatistics	3	3
Research Methods DN 834	3	3
DN 817 Seminar	0-1	0-1
DN 899 Thesis	1	-
DN 854 Special Problems	-	0-3
Elective	-	0-3
Spring		
Electives	-	3
DN 854 Special Problems	-	0-3
DN 899 Thesis	1	-
DN 817 Seminar	0-1	0-1
DN 836 BiocHuman Nutr	3	3
Total	30	33
Required	18	18
Electives	12	15

¹Thesis generally requires a minimum of 3 semesters/terms. If thesis is not started in the first summer, the student will probably need to enroll in thesis in the second Summer.

²The department strongly recommends that the RD exam be taken as soon as possible after the internship is completed.

Suggested Schedule for Other MS Students - (Those who have not done a KUMC internship within the past 6 years)

The schedule is suggested as one way to graduate with an MS in Dietetics & Nutrition in 3 semesters and a summer session. Students may want to take longer to finish the MS because of work, financial or personal commitments.

Semester	Thesis Option	Non-thesis Option
First Fall		
BCHM 702 Biochemistry	3	3
Biostatistics (700-800 level)	3	3
DN 834 Research Methods	3	3
DN 817 Seminar	1	1
Total	10	10
First Spring		
Electives	3-6	3-6
DN 836 Bioc...Human Nutr	3	3
DN 817 seminar	1	1
DN 854 Special Problem (non-thesis research project)	-	0 or 3
DN 899 Thesis	1	-
Total	8 to 11	7-10
First Summer		
Electives	0-3	0-3
DN 854 Special Problems	-	0 or 3
DN 899 Thesis	1	-
Total	1-4	3 to 6
Second Fall		
Electives	6 to 9	6 to 9
DN 817 Seminar	1	1
DN 899 Thesis	1	-
DN 854 Special Problems	-	0 to 3
Total	8 to 11	7 to 10
Grand Total	30	33
Required	18	18
Electives	12	15

Office of Financial Aid - The Office of Financial Aid is located at 4003 Student Services or online at <http://www.kumc.edu/studentcenter/financialaid.html>. To request an application packet, call Student Financial Aid at 913-588-5170. Students should submit financial aid application by the end of March for Fall admission. The Office of Financial Aid administers the following student aid programs:

Federal Aid Programs
Armed Forces Health Professions Scholarships
Federal Work Study Program
National Health Service Corps Scholarships
Perkins Loans
Stafford Student Loans

Institutional Aid Programs
Endowment Loans
Endowment Scholarships

Assistantships -Graduate Teaching Assistantships, Research Assistantships and Graduate Assistantships are available through the Dept. Dietetics & Nutrition on a semester-by-semester basis. The time commitments and wages vary. Availability of assistantships will be announced to continuing students by the time of enrollment for the subsequent semester. Availability of assistantships to new students will be announced by the start of each semester. Competition for assistantships exists. Criteria and terms of the assistantships will be announced when availability of assistantships are announced.

Occasionally, a student has to drop an assistantship, which means losing whatever tuition reduction the assistantship carried. This decision needs to be made as soon as possible in order that another student can be hired in time to receive the tuition reduction.

Assistantship Policies

- a. Time Commitment -The student will be hired for a specified number of hours per week. The student will work 16 weeks in a semester.

GA/RA/GTA Work versus MS Research. If a faculty member is both the faculty employer and the faculty research advisor for a student, the hours the student spends for work and research are to be counted separately. We need to guard against students who have the same faculty employer and research advisor working less total hours than a student employee who works for one faculty member and is advised by another for MS research.

- b. Assignments.
 - a. The MS Program Coordinator will decide on the faculty member with whom each graduate student employee will primarily work and how the work hours will be distributed if the student is working for more than one faculty member.
 - b. Occasionally, a graduate student employee will be asked to do an assignment for the department or a faculty member other than the one to whom he/she is usually assigned.
 - c. If a graduate student employee is not given enough work to do, he/she should ask the faculty employer for more work. If the faculty employer

does not have an assignment, Sharon Jones or Dr. Harris can be consulted.

- c. Work Schedule. The student will meet with the faculty employer by the first week of school to determine the types of assignments, work site and work schedule that will be required by the faculty employer.

Before arranging for a second position, the student will work out with the faculty employer the compatibility of the work schedules. If the hours the faculty member needs the student are not compatible with the schedule for the second position, the student may request to switch faculty employers. If a switch cannot be established which benefits the department, the student will need to choose between the two positions.

4. Due Dates on Projects. - Projects assigned to students will have due dates. If the faculty employer does not set a due date, the graduate student employee should ask.

- d. Time Sheets

The graduate student employees will keep track of work hours on a time sheet. The time sheets have columns for time “in” and “out” and for project on which the student worked. This record keeping will protect the student and help the advisor see how much time his/her assignments require. The faculty employer must be given the timesheet to sign at the end of the pay period.

If the research advisor and faculty employer are the same person, research hours and work hours will both be noted. At the end of each pay period the faculty advisor/ faculty employer will be given the time sheet by the advisee/employee to sign before the timesheet is given to the Administrative Assistant.

- e. RA/GTA Banked Hours. It is possible for the graduate student employee to “bank” hours by working extra hours per week during school vacations or in weeks when the student can. To avoid having banked hours get out of hand, students will be able to bank one week of hours at their own discretion. Additional banked hours will need to be approved in writing by the faculty employer. A copy of the approval needs to be given to the Administrative Assistant so that she can appropriately manage payroll.
- f. Time spent for transportation and lunch do not count as work time on a routine basis. There may be an occasional exception. For example, travel time might be paid time if a student has to go to a second work site during the workday or if the work site is outside the Greater Kansas City Area. Another exception might be if the meal is a “working” meal. The faculty employer will decide if transportation time or meal can be counted as work time for a particular assignment.
- g. The graduate student employee should work efficiently.

INFORMATION NEEDED POST ENROLLMENT

Notification of Academic Difficulties: In the MS curriculum, most courses have a research orientation and are taught at an advanced level. Some graduate students will be better prepared than others for the MS courses because of academic or employment background. It is the responsibility of the student to notice if she/he does not have the appropriated background for a course and to take action to maintain at least a B average in coursework. Actions might include academic counseling with the instructor, obtaining a tutor, sessions with the Learning Specialist in Student Counseling & Educational Support Services, studying a more elementary textbook in addition to the course textbook and/or studying more hours per week than usual for other courses. The instructor for the course should be contacted to ask for guidance as to what actions would probably be most helpful. If the student cannot find a remedial action that will enhance learning sufficiently, the student should contact the D&N MS Program Director to determine a plan.

Attendance: Each faculty member will set attendance policies for the courses he/she teaches or directs and publish them in the course syllabus. In general, students should treat scheduled classes and meetings with faculty as they would employment. Therefore, for planned absences, notice needs to be given as early as possible with assignments submitted prior to the absence. For unexpected, unavoidable absences, notification should be made and assignments submitted as soon as possible.

Computer Skills: It will be expected that the students can properly use e-mail and software programs for word processing, presentations, searches of biomedical literature and data management. Both instructor-led and web-based courses are offered at KUMC without charge to employees and students. Students who need a computer class on a particular topic will be expected to search out the appropriate computer training. The website is: <http://www2.kumc.edu/comptraining/webcourses.html>

Departmental Communication System : For routine communications, the Department D&N will communicate with D&N MS students via email or individual mailboxes in the D&N student room (Delp 4062). Students are expected to check email daily and mailboxes each day they are on campus and at least weekly. Faculty employers, advisors or instructors may require more frequent checking of communication systems. Your e-mail will be sent to your KUMC e-mail address. KUMC e-mail is available through WebAccess from computers outside KUMC. For some classes, instructors may require more frequent checking of communication systems. The department will also be posting announcements using the DN Community located on the Angel Learning System. You are encouraged to use this communication tool to locate information, URLs for weblinks and departmental announcements. The web address is <http://elearning.kumc.edu/Angel>. Your user ID and password will be the same as you use to log onto the KUMC computer system.

For some communications, the department may need to use your home or cell phone or home mailing address. Therefore, we ask you to keep us informed of changes in address or phone numbers.

Department Facilities: Faculty offices are located on the fourth floor of Delp Building. The Dietetics & Nutrition Office and Library are in Delp 4019. The Administrative Assistant, Sharon Jones, will check out books and other materials to students. The pieces of equipment in this office - printer, copier and fax - are not for student use.

The Student Room is Delp 4062. The room contains a 5 computers, a restroom, a phone for local calls, student mailboxes, a microwave and a refrigerator. Be sure to check your mailbox regularly. The policy for using the microwave and refrigerator are posted on each piece of equipment.

Additional computers and printers for students are located in Dykes Library and the Student Center (Room 1029). Copiers for student use are located in Dykes Library.

Department Faculty and Staff Directory

Name	Office	Phone	E-Mail
Ms. Rachel Barkley Associate Professor DI Program Director	4065 Delp	913-588-7683	rbarkley@kumc.edu
MS Adrienne Baxter Clinical Instructor	4092 Delp	913-588-5363	abaxter@kumc.edu
Mr. Pete Beyer Associate Professor	4094 Delp	913-588-5358	pbeyer@kumc.edu
Dr. Susan Carlson AJ Rice Professor	4097 Delp	913-588-5359	scarlson@kumc.edu
Dr. Rama Garimella	4007 Delp	913-945-6658	rgarimella@kumc.edu
Dr. Linda Griffith Clinical Asst. Professor MS Program Director	4096 Delp	913-588-7652	lgriffith@kumc.edu
Dr. Heather Leidy Assistant Professor	4096 Delp	913-588-7650	hleidy@kumc.edu
Ms. Sharon Jones Administrative Assistant	4019 Delp	913-588-5355	sjones@kumc.edu
Dr. Debra Sullivan Associate Professor Dept. Chair	4015 Delp	913-588-5357	dsulliva@kumc.edu

Employment Opportunities - Dr. Griffith or Rachel Barkley will email notices of employment opportunities that are sent to the department to MS students.

HIPPA Training -All students at KUMC must complete training on The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule to complete with federal privacy regulations. The training covers rules about handling patient information in a clinical setting. The HIPAA student training is available on line at:

<https://www2.kumc.edu/chalk/login.asp>. Students are required to complete this training prior to the start of classes. A copy of the certificate indicating that the student completed the training successfully will be submitted to the graduate program director by the end of the first week of the first semester and will be placed the student's file.

Library Skills -The MS student will be expected to know how to find a book or journal in KUMC Dykes Library and to do a computerized search of the biomedical literature. The Dykes Library website is: <http://library.kumc.edu>. On-line tutorials and information about classes for PubMed and other databases are available at the library website. Classes are free to KUMC employees and students and are available many different days and times.

Life-long Learning - Many seminars are available at KUMC each week and are announced via the Weekly Academic Calendar and e-mail. These seminars are open to students, faculty and staff from all departments. These seminars are an opportunity to observe an interdisciplinary approach to research and to the prevention and treatment of disease. Students are expected to read these announcements and to attend ones that augment their life-long learning goals. As a bonus, a few seminars provide free lunches! Seminars can be located on the KUMC calendar at <http://www2.kumc.edu/webevent/scripts/webevent.plx> or you can sign up for weekly notifications from pulse@kumc.edu

Professional Meetings -Students are expected to attend and participate in meetings of the dietetic associations of Kansas City (KCDA) and Kansas (KDA) and other appropriate local associations. Presentations at local meetings are encouraged. The research advisor will advise his/her students as to the most appropriate national meetings to attend for the presentation of student research. The advisor will suggest funding available for attending these meetings.

Reasonable Accommodation for Non-academic (Technical) Standards - Prospective students receive a list of the non-academic (technical) standards for the MS degree in dietetics & nutrition. After acceptance into the program, students are asked to declare whether they can meet these non-academic standards with or without reasonable accommodations. If the student acknowledges the need for accommodation, he/she is asked to provide an explanation and a request for review of the requested accommodations. A copy of the form is sent to the Equal Opportunity/Disability Specialist, Carol Wagner, who coordinates the accommodation process. The EO/Disability Specialist can be reached at 913-588-7813 or TDD 913-588-7963.

If after enrolling in the program, a student decides that he/she needs accommodation in meeting the non-academic standards the student needs to immediately notify the MS Program Director (Dr. Griffith) and provide an explanation and request for review of the need for accommodations. The MS Program Coordinator will notify the KUMC EO/Disability Specialist.

Scholarships/Awards - The following table contains awards that are available to MS D&N students. All the scholarships and awards are announced in the Spring Semester except for the Phi Kappa Phi that is decided in December and D&N Alumni Scholarships. The student will need to be alert to those scholarships/awards that are initiated by the student.

Award	Nominator	Criteria	Gift
KUMC Auxiliary Scholarship	Student (Self-nomination)	Presented to 5 students in SAH. Based on GPA, leadership, professional/community activities	\$300
SAH Dean's Scholarship	Faculty	One per dept. Based on GPA, professional leadership, social consciousness as evidenced by activities while in program.	\$2000
Sevi Nelson	Faculty	Based on GPA and professional leadership	\$1500
Marion Boelte	Faculty	Based on GPA and professional leadership	\$1500
Phi Kappa Phi	Faculty	One per department Based on scholarship, good character, 24 credits by end of Fall semester, plan to complete degree.	Student must pay a membership fee.
Rowena Sherrill Award	Faculty and student peers	Interpersonal relationships, professionalism, communication skills	\$400
KCDA Scholarship	Student (Self-nomination)	GPA and goals	\$400
SAH Alumni Assoc. Cooney Leadership Award	Faculty	One graduating student in SAH. Based on high level of leadership and significant impact on the programs, profession, community and School.	\$200
Vaden Scholarship - KDA	?	Graduate student with the intent of practicing dietetics. Must be enrolled in an academic program for the following academic year.	?
Dean's Multicultural Diversity Scholarship	Student self nomination	Minority racial or ethnic heritage or demonstrated work with multicultural groups.	\$2000-2500
D&N Alumni Scholarships	Faculty	Financial Need. Presented to 3 D&N students per year	\$1000

Student Community Involvement - A number of interdisciplinary social events and student organizations meet on campus. They are advertised via e-mail, bulletin boards, etc. These events and organizations provide students with the opportunity to network with other student health professionals and to develop leadership skills. An extensive list of campus organizations (40+) is located online at:

<http://www.kumc.edu/studenthandbook/general.html>

APPENDIX

Appendix A

School of Allied Health Student Policy on Criminal Background Checks

On January 1, 2004, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires that all persons who are involved in patient care activities, i.e., employees, volunteers and students, must have criminal background checks and other healthcare related checks. Most public and private school systems are requiring background checks as well.

Prior to their final acceptance and initial enrollment in classes, conditionally accepted applicants will be directed in their program's acceptance materials to have a background check* completed by Validity Screening Solutions. This one-time process will be conducted online. The cost to the student will be \$43.50 (plus a \$1.00 surcharge). Online results will be emailed to the SAH Student Affairs Office where they will be reviewed and filed in a confidential folder.

The Missouri/Employment Disqualified List** (MO/EDL) check will also be required by the School of Allied Health on conditionally accepted applicants. Applicants need not supply additional information for this check, however, each student will need to complete a form granting permission to use her/his social security number to acquire this information. Each department will provide a list of conditionally accepted applicants' names (first, middle, and last) and Social Security numbers to the SAH Student Affairs Office. The Student Affairs Office will submit this list to the Missouri Department of Health and Senior Services. Results will be faxed to the SAH Student Affairs Office where they will be stored in a confidential file.

This will satisfy the JCAHO requirements for the School of Allied Health. Applicants should be informed that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current report.

Should a background check/EDL check come back with an unacceptable offense, the applicant may be notified that their acceptance has been denied. These cases will be considered individually, and under extenuating circumstances, an exception could be made. Normally, the following convictions will prevent admission:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders
- OIG, GSA and Medicaid Sanctions

If there is a conviction that does not disqualify the student from a program and subsequent affiliations, the student should be aware that this may not be the case for the

certifying agency. It is the student's responsibility to confirm whether or not the offense will prevent them from taking a certification/qualifying examination upon completion of the program.

*The background check performed by Validity Screening Solutions includes:

1. Social Security Number Trace (primarily serves as an address/identity verification tool)
2. Criminal History (felony/misdemeanor convictions/pending cases at county, state, and federal levels)
3. Education Verifications (confirms claimed academic degrees)
4. OIG/GSA (searches Office of Inspector General and General Service Administration for fraud against any federally funded health care program, i.e., Medicare, Medicaid, etc.)
5. Multi-State Sex Offender Registry
6. Global Screen
7. Employment Verification

**The EDL is a check of Missouri records of any individuals who have been disqualified from working in a health care facility in that state.

Appendix B
CONFIDENTIALITY AGREEMENT COVERING
FELLOWS, RESIDENTS, STUDENTS

Patients are entitled to confidentiality with regard to their medical and personal information. The right to confidentiality of medical information is protected by state law and now by federal privacy regulations known as the Health Insurance Portability and Accounting Act (“HIPPA”). Those regulations specify substantial penalties for breach of patient confidentiality.

1. All patient medical and personal information is confidential information and must be held in strict confidence. This confidential information must not become casual conversation anywhere in or out of a hospital or clinic. Information may only be shared with health care providers, supervising faculty, hospital or clinic employees, and students involved in the care or services to the patient or involved in approved research projects who have a valid need to know the information.
2. Under strict circumstances, upon receipt of a properly executed medical authorization or subpoena, medical information may be released to the requesting party. Inquiries regarding the appropriateness of the authorization or subpoena should be directed to the medical records department, the Hospital’s counsel or the University’s Office of Legal Counsel at 913-588-7281, depending upon the situation.
3. Hospital Information System’s user codes/passwords are confidential. Only the individual to whom the code/password is issued should know the code. No one may attempt to obtain access through the computer system to information to which he/she is not authorized to view or receive. If you are aware that another individual knows your code/password, it is your responsibility to request a new user code/password.
4. If a violation of this policy occurs or is suspected, immediately report this information to your supervising faculty.
5. Violations of this policy will result in disciplinary action up to and including termination from the program.

I, _____, acknowledge receipt of this Confidentiality Policy. I have read the policy and agree to its terms as part of my participation in patient care activities.

Signature _____

Date received & reviewed _____

Appendix C
Disability Acknowledgement Statement
Department Dietetics & Nutrition
MS Degree Program

Please read the following statements and circle the answer that applies:

1. I can meet the nonacademic technical standards for the MS Degree in Dietetics & Nutrition without requiring accommodation.

2. I can meet the nonacademic technical standards for the MS Degree in Dietetics & Nutrition with an accommodation. (Please provide an explanation below.) I request a review of my acknowledgement of a disability by the department Admissions Committee and the KUMC Equal Opportunity/Disability Specialist.

Date: _____

Name (Print): _____

Signature: _____

Specific Disability:

Explanation: (Use additional page if necessary.)

Appendix D
MS Competencies Used for Oral Exams
Department Dietetics & Nutrition - University of Kansas Medical Center

The competencies are covered in required and elective coursework. For any competencies not covered by the individual student's coursework program for the MS degree, the student will be expected to gain the knowledge on his/her own by additional coursework, conferences or reading. The competencies are the basis of the MS general oral exam administered by the three faculty members on the student's thesis or non-thesis committee. The oral exam will occur in the last semester of enrollment and will last ½ h for a thesis student and 1 h for a non-thesis student.

Upon completion of the MS degree program, graduates will be able to do the following:

- I. Research Design and Statistics
 - a. Define terms commonly used in research.
 - b. Identify and describe the major research designs used in nutrition research.
 - c. Describe legislation and institutional procedures that protect human subjects and animals used in research.
 - d. Interpret research in nutrition and incorporate appropriate new scientific knowledge into practice.
 - e. Participate in a research project.
 - f. Define terms commonly used in statistics
 - g. Name and describe a set of basic descriptive and inferential statistical tests.

- II. Macro and Micronutrients
 - a. Describe the process by which the Dietary Reference Intakes are established.
 - b. Define the four reference values that are collectively called the Dietary Reference Intakes.
 - c. Use the DRI's to assess nutrient intakes of individuals and groups.
 - d. For each macronutrient, vitamin and mineral, discuss the major dietary sources, digestion, absorption, metabolism, function, excretion and storage.
 - e. For each of the major nutrients, describe the areas of current research and controversies that exist among scientists concerning the results of research.
 - f. Define phytochemicals, functional foods and dietary supplements.

- III. Evidence-based Nutrition Guidelines
 - a. Describe the general process used to develop evidenced-based nutrition guidelines.
 - b. Name common published nutrition guidelines established for the maintenance of health and the lowering of risk for developing chronic diseases. Examples include: Dietary Guidelines for Americans, Food Guide Pyramid, and American Cancer Society Dietary Guidelines.

- c. Name some common evidenced-based medical nutrition therapy guidelines. Examples include: ADA Medical Nutrition Therapy Evidence-Based Guides for Practice (kidney disease, types 1 and 2 diabetes, gestational diabetes and hyperlipidemia). Describe the major points in the guidelines and explain how each relates to the treatment of the disease.

IV. Elective Coursework

- a. Meet the objectives/competencies of elective courses taken for the MS degree in nutrition.
- b. Describe how each elective will affect your future work in the area of nutrition.