

Department of Food Science and Human Nutrition (FSHN) Policies and Procedures

All students in the Department are expected to follow the policies and procedures of the University, including but not limited to: academic standing, attendance, grievances, academic honesty and non-discrimination behaviors. Students are responsible for accessing and reading these policies and procedures which are found in the University catalog online. The URL is: <http://www.catalog.colostate.edu>

College, Department and Program Missions

College of Health and Human Science Mission

- To promote the well-being of people and the environment in which they live, through education, research and community service in the areas of individual and family development, education, human services, nutrition, wellness, design and the application of technology.

Department of Food Science and Human Nutrition Mission

- To illuminate the role of food and nutrition in the health of society through education, research, outreach and service.

Department Vision: The Department of Food Science and Human Nutrition will be nationally recognized for excellence in the following areas: undergraduate and graduate education programs, research in metabolic and molecular nutrition, community nutrition, food science/safety/fermentation science and technology, value-added food processing and development and food service management and Extension programs in nutrition, food safety and health promotion and disease prevention.

The Department offers three majors: Nutrition and Food Science, Fermentation Science and Technology, and Hospitality Management. There are four programs of study (concentrations) in the Nutrition and Food Science major: Dietetics, Nutrition and Fitness, Nutritional Sciences, and Food Safety/Nutrition.

The mission of the ACEND Accredited Dietetics program is to prepare students to be successful in obtaining accredited supervised practice programs and to become registered dietitians (RDs) who are able to think critically, practice evidence based nutrition care and contribute to the health of the nation in meaningful positions.

Dietetic Program Goals:

The mission of the Nutrition and Fitness program is to prepare students to be successful professionals in the broad field of wellness promotion which do not require the RD credential.

The DPD has established goals, outcomes and outcome measures which reflect the program's mission.

Goal 1. The program will prepare students capable of succeeding in accredited dietetic supervised practice programs to become well qualified entry level registered dietitians.

- **Outcome 1.** 90% of students entering professional courses in the third year of the bachelor-level
- DPD are expected to complete the degree within 3 years (150% of planned completion time).
- Outcome Measure: Completion of all degree requirements within 3 years (150% of planned time).
- **Outcome 2.** Over a 5-year period, 60% of students are expected to apply to supervised practice programs (DIs) in the academic year they complete the program and 80% of those applying to supervised practice programs will be accepted.
- Outcome Measure 1: 60% of graduates will apply to supervised practice programs (DIs) in the year they graduate.
- Outcome Measure 2: 80% of applicants to DIs will be accepted.
- **Outcome 3.** Over a 5-year period, the pass rate of first time test takers on the national registration examination for dietitians will be at least 85%.
- Outcome Measure: 85% pass rate over a 5-year period.
- **Outcome 4.** 90% of graduates will be judged to be well prepared for supervised practice programs.
- Outcome Measure: 90% of internship directors will judge DPD program graduates to be well prepared for supervised practice as measured by scores of Strongly Agree and Agree on preparedness in clinical and community nutrition and food service management.
- **Outcome 5.** Over a 3-year period, 90% of graduates will judge themselves to be well prepared for employment.
- Outcome Measure: 90% of graduates will judge themselves to be well prepared for employment as measured by scores of Strongly Agree and Agree on preparedness in clinical and community nutrition and food service management.
- To measure outcomes 4 and 5, graduate and internship director evaluations will be obtained as described in the program assessment plan (Appendix 1).

Goal 2. The program will prepare students to be successful in graduate programs and/or employment in nutrition and dietetics related fields.

- **Outcome 1.** Over a 3-year period, 80% of graduates not applying to supervised practice programs (DIs) or graduate school, are expected to secure employment in a nutrition or dietetics related field within 12 months of program completion.
- Outcome Measure: Over a 3-year period, 80% of graduates not applying to DIs or graduate school will be employed in a nutrition or dietetics related position within 12 months of program completion.
- **Outcome 2.** Over a 3-year period, 90% of graduates who are employed in nutrition or dietetics related fields will be well prepared for their positions.
- Outcome Measure 1: Over a 3-year period, 90% of employers will judge DPD program graduates who have not completed DIs to be well prepared for positions in nutrition or dietetics
- Related fields as measured by scores of Strongly Agree and Agree on preparedness in clinical and community nutrition and food service management.

- Outcome Measure 2: Over a 3-year period, 90% of graduates who have not completed DI but are employed in nutrition and dietetics related fields, will judge themselves to be well prepared for employment as measured by scores of Strongly Agree and Agree on preparedness.
- **Outcome 3.** Over a 2-year period, 90% of graduates who attend graduate school will be well prepared for graduate study.
- Outcome Measure 1. Over a 2-year period, 90% of graduates who attend graduate school will be judged to be well prepared for graduate school by their advisers as measured by scores of Strongly Agree and Agree on preparedness.

Nutrition and Fitness Goals:

- 1) Provide students with the competencies, knowledge and skills required for entry-level nutrition and fitness professionals.
- 2) Provide adequate freedom for the student to work both independently and in teams in order to build self-reliance, self-confidence, team building skills and creativity.
- 3) Support students' development of critical thinking skills and problem solving ability and effective communication skills in a team oriented collaborative environment.

The mission of the Nutritional Sciences program is to prepare students with a strong background in the basic and nutrition related sciences for medical, dental, osteopathic school or for graduate study in basic science or nutritional science.

Nutritional Sciences Goals:

- 1.) Provide students with the opportunity to complete course requirements required for post degree application to medical, dental, chiropractic, PA, and other schools for health professions; as well as graduate programs in the life sciences including nutrition.
- 2.) Provide students with a strong knowledge base in the basic sciences including math, chemistry, physics, biology, anatomy, physiology, and nutrition.
- 3.) Support students' development of critical problem solving skills related to nutrition, health, and disease

The mission of the Food Safety/Nutrition program is to prepare students with a strong science-based foundation for careers in the food industry or regulatory fields.

Food Safety/Nutrition Goals:

- 1) Provide students with the knowledge to ensure that food is safe and healthful.
- 2) Support student's development of critical thinking skills and problem-solving abilities integrating food quality, safety, production, and processing.
- 3) Provide students with opportunities to develop proficient laboratory, information searching, and presentation skills.

The mission of the Fermentation Science and Technology (FMST) program is to provide students an interdisciplinary education experience that offers exposure to the broad range of issues affecting the production of fermented foods and beverages, along with opportunities to focus in areas of individual interest; and to create meaningful experiences for students to apply academic work to practice through interaction with Colorado dairy, baking, meat processing, beer and wine industries, and other fermented food production industries

Fermentation Science and Technology Goals:

- 1) To demonstrate critical thinking skills to analyze data and interpret results in the area of fermentation science and technology
- 2) To understand the relationship between processing of fermented foods, nutrition and food safety
- 3) Students will be able to search for, critique and effectively communicate fermentation science and technology information
- 4) Students will be able to describe science, history, culture, gastronomy, safety, health and human dimensions within fermented foods and beverages

The mission of the Hospitality Management (HM) program is to prepare students for professional careers in the hospitality industry by providing both theory based instruction and practical experience.

Hospitality Management Goals:

- 1) To stimulate intellectual, professional and leadership development in every student. Intellectual and professional development is advanced by successful completion of required and elective coursework in the program and at the university.
- 2) To develop leadership through active participation in group work in student projects and organizations. Students are urged to actively participate in the Hospitality Management Club which houses the student chapters of the Colorado Restaurant Association (CRA), the Colorado Hotel and Lodging Association (CHLA) and the National Association of Catering Executives (NACE) to further develop leadership skills.

Expectations for Students Enrolled in FSHN Classes and Labs

- **Ability** - The student should have the ability to plan and organize time and other resources to accomplish goals.
- **Adaptability** - The student should be capable of adjusting to different work settings and situations, being able to think through crisis situations, thinking and making adjustments while continuing to perform the assigned task.
- **Application of Knowledge** - The student should be able to apply knowledge gained from previous and current coursework and show evidence of increasing proficiency and technical competence while advancing through the program.
- **Dependability** - The student should be a dependable team member. Punctuality and reliability are critical in this profession. Students should not require constant supervision in labs and should be able to complete assignments on time and in a manner that shows forethought and planning.
- **Ethics** - The student should demonstrate ethical conduct at all times by respecting confidences, assuming personal responsibility and accountability, conducting him/herself with honesty, integrity and fairness, avoiding bias and discrimination in the evaluation

and consideration of others.

- **Positive Attitude** - The student should be courteous, cheerful and cooperative. Accepting supervision and respecting authority are signs of maturity that should be exhibited. A positive attitude toward other people, work and life are critical to professional success and personal happiness.
- **Professional Appearance and Behavior** - The student should present a well-groomed personal appearance. Professional conduct is a demonstration of maturity that is valued by teachers and future employers.
- **Preparation** - The student should review background materials as needed, remain current with assigned readings, bring all proper clothing and tools to lab sessions, etc.

FOOD SCIENCE AND HUMAN NUTRITION DEPARTMENT POLICIES AND PROCEDURES:

Credit for Classes Taken at other Institutions

The University has a transfer equivalency system based upon evaluation of course descriptions, syllabi and texts which we use for non-majors class transfer. The program director in conjunction with the faculty responsible for the class may give credit for professional classes taken at another institution provided that the classes are judged to be comparable. Criteria used include: syllabus, credentials of the instructor appropriate to the class, text used and whether the class was taken at an accredited/approved DTR or DPD program. The University and the DPD program do not allow credit for coursework taken at non-accredited institutions.

Grievances and Concerns

Students are encouraged to report concerns about classes and faculty and program operation to the Department Head and/or DPD program director. We are open to student concerns and will do everything possible to resolve the problem/issue equitably. If the problem cannot be solved to the student's satisfaction, the student should follow the University grievance procedure outlined in the catalog.

Requirements for Graduation

Students will complete a minimum of 120 credits including 42 upper division (300 and 400 level) credits and all courses required for the major in their chosen option. Students must meet all University CORE requirements for graduation (2.0 in CORE classes and 2.0 overall) in addition to the requirements stated above. Students must complete an electronic portfolio of work in key pre-professional classes.

Dismissal/termination from the University

Students who fail to maintain academic standing (GPA of 2.0 or better) will be placed on academic probation for one semester. If the student fails to achieve a 2.0 at the end of the probationary semester they will be dismissed from the University. Policies on academic standing, dismissal and reapplication are available in the online University catalog. The website is www.colostate.edu. All students are responsible for reading this policy.

Portfolio Development

Students in all options will complete electronic portfolios. The requirements will vary by major.

Students in the Nutrition and Food Science major, Dietetics, and Nutrition and Fitness

concentrations should include electronic copies of the following coursework, but not limited to:

- Completed recipe modification project in FSHN 301
- Completed nutrition assessment assignments in FSHN 360
- Completed clinical case studies in FSHN 450
- Completed nutrition education project in FSHN 451
- Completed nutrition assessments (maternal and child) in FSHN 459
- Completed nutrition counseling case studies in FSHN 428
- Completed assignments and research poster in FSHN 492

Students in the Food Safety/Nutrition concentration should include electronic copies of the following coursework, but not limited to:

- Completed recipe modification project in FSHN 301
- Completed quality assessment project in FTEC 420
- Completed food chemistry project in FTEC 447
- Completed projects in selected FSHN/RRM courses above 300 level
- Completed assignments and research poster in FSHN 492

Students in the Fermentation Science and Technology program should include the following:

- Resumé with contact information and career mission statement
- Brewing process project form FTEC 360
- Quality assessment project from FTEC 420
- Food chemistry project from FTEC 447
- Research poster from FTEC 492
- Sensory evaluation project from FTEC 430
- Case study analysis on production management from FTEC 462

Students in the HM program must create a LinkedIn account and must include the following six (6) categories/links on their sites.

1. Resume with both current and permanent contact information
2. Career Mission Statement
3. Work experience
4. Personal Strengths
5. Documents which demonstrate a student's ability to communicate in writing (class project papers)
6. Letters of Recommendation

There are other optional categories/links which may also be included. Here are some suggestions:

- Transcripts and/or list of classes taken
- Something that reflects a problem-solving experience
- Display GPA by each year (showing a progression)
- Personal reflection of the 800 hours of work while in the program
- Points of Pride
- Pictures of past work experience (not of student)

Academic Advising

Each student will be assigned an academic support coordinator upon entry into the program. Students will meet with academic support coordinators during pre-registration each semester to monitor progress and plan classes for the upcoming semester. Faculty advisors are assigned to upperclassmen. Advisor assignments are posted on the ARIES registration system. Advisor assignments may be changed by student request. Students should notify the undergraduate program assistant with requests to change advisors.

Disability Resources & Support Services

Students with special learning needs are encouraged to let the faculty member know as quickly as possible and to seek assistance from the Office of Disabled Students Resources (DRS) located in Room 100 General Services Building. The phone number is 970-491-6385 (V/TDD). The DRS staff have a strong commitment to equal access and oversee the provision of a full range of accommodations for students with disabilities. The DRS staff also work closely with faculty and staff in an advisory capacity, assisting in the development of reasonable accommodations that allow students with disabilities to demonstrate their abilities. Accommodations include: assistance in identifying volunteer notetakers, alternative testing (extra time, scribe, reader), textbooks in alternate format (Braille, enlarged, digital-audio), priority registration and/or interpreters services. For assistance and/or information, please contact their office. Students also have access to the Hartshorn Student Health Service and the University Counseling Center.

Academic Honesty

Cheating and plagiarism are serious offenses at CSU. Those who engage in cheating, falsification and plagiarism are subject to a) reprimand, b) grade adjustment, c) being placed on warning or probation, d) failure of the course, e) suspension from the university, or f) expulsion from the university. Faculty are obligated by University policy to report to the Office of Conflict Resolution and Student Conduct Services all violations of academic integrity for which a penalty is imposed. Refer to the Academic Integrity section of the Policies and Guiding Procedures in the General Catalog for details and examples of what constitutes Academic Dishonesty and the potential penalties. The website is: <http://catalog.colostate.edu/>.

E-Mail Accounts

It is the responsibility of the student to obtain and regularly check their RamMail account. Important information regarding the program is regularly distributed this way and you will be responsible for information distributed in this manner. A campus based e-mail account is free to all registered students. Complete information and access can be obtained in any Student Computer Lab on campus.

Electronic Communication Devices

Electronic communication devices such as cellular telephones and beepers must be turned off during classroom and laboratory periods. They are disruptive to the educational process and distracting to the user, other students and the instructor. If you have an urgent need to be contacted during a class or lab period, make arrangements with the instructor at the beginning of the class period.

Attendance

Regular attendance at class and lab sessions is critical to your academic and professional success. Lab attendance is scored both to ensure attendance and to encourage the practice of professional workplace behaviors.

Academic Calendar

Classes in the Department follow the established University academic calendar including vacation days and holidays. The academic calendar is available on the University website: www.colostate.edu.

Protection of Student Privacy and Access to Personal Files

Protection of student privacy is guaranteed by law and policies have been established by the University. These policies may be accessed in the online catalog which is available on the website: The website is: <http://catalog.colostate.edu>. All students have access to their personal academic record on the Aries web through three functions: 1) transfer credit, unive3rsity transcript and Degree Analysis Reports.

Written Work

All written work submitted in HM and NAFS classes must be word-processed and printed on laser or ink jet style printer. Papers will be graded for spelling, grammar, punctuation and composition as well as content. Papers using bibliographical citation should follow a standard format such as *The American Psychological Association Style Manual* and follow the guidelines established in the Department Writing Guide.

Withdrawal and Refund of Tuition and Fees.

Withdrawal and refund of tuition and fees is governed by University policy and is available in the online University catalog. The website is: <http://catalog.colostate.edu>. Students are responsible for reading the policy in the catalog.

Workers Compensation

Students injured in the course of required off campus practice and internships will be covered by the University Workers Compensation benefits. If a student is injured on the job or sustains a work-related illness, reasonable and necessary medical benefits are paid as provided by Workers' Compensation laws. Claims adjusters at TRISTAR Risk Management make the determination of whether or not the injury or illness is eligible. If a student is injured in the course of an off campus practicum or internship, they must:

- 1) Notify their supervisor immediately. This notification must be in writing. If the injury is not reported in writing within four days of injury, compensation may be reduced.
- 2) Your supervisor must file a "First Report of Injury" form with the details of your injury or work-related illness within ten days. Reporting forms are available on the website <http://rmi.prep.colostate.edu/workers-compensation/file-an-incident/>
- 3) Students also have the right to file their own "Worker's Claim for Compensation" with the Division of Workers' Compensation, 633 17th St, Denver, CO 80202-3660. Reporting forms are available on the website: <http://rmi.prep.colostate.edu/workers-compensation/file-an-incident/>
- 4) Medical care must be provided by designated providers. CSU has designated the following providers to treat work-related injury and illnesses:

Concentra
2620 E. Prospect Rd. Ste 160
Fort Collins, CO 80524
221-5811

Occupational Health Services – South Clinic
4673 Snow Mesa Ste 200
Fort Collins, CO 80525
495-8450

Occupational Health Services – North Clinic
1025 Pennock Place
Fort Collins, CO 80524
495-8450

Workwell
1608 Tape Dr. Loveland, CO
80537
593-0125

Poudre Valley Hospital
1024 S. Lemay Ave.
Fort Collins, Co 80524
495-8450

General Care Medical Clinic
620 S. Lemay Ave
Fort Collins, CO 80524
482-6620

Campus Clubs and Organizations

Participation in campus clubs and organizations is one of the best ways to gain leadership experience and meet interesting people. Students are encouraged to attend their meetings and become involved with the appropriate club to enhance their experience at CSU and future career.

Hospitality Management Club provides for membership in the CRA, the CHLA and NACE. It provides opportunities for leadership and networking at many events and levels.

The Nutrition and Food Science majors should consider participation in the **Food and Nutrition Club and/or the Food and Fermentation Science Club**. Fermentation Science and Technology majors are strongly encouraged to participate in the **Food and Fermentation Science Club**.

Students in Food Safety/Nutrition or Fermentation Science and Technology are encouraged to become student members of the Institute of Food Technologists (www.ift.org) and to participate in the Rocky Mountain Section of the Institute of Food Technologists.

Students in the Dietetics program are strongly encouraged to become an affiliate member of the

American Dietetic Association. Application may be made online at www.eatright.org or obtained outside the DPD Program director's office.

Additional Dietetic Program Requirements

Admission to the Accredited Didactic Program in Dietetics (DPD)

Students must meet prerequisites for the Dietetic Practice Seminar (FSHN 392) in order to be admitted to the accredited DPD program. The pre-requisites are:

- overall GPA of 2.8 in the first 60 credits
- no grade lower than "C" in basic science or Food Science and Nutrition coursework

These classes include: LIFE102 or equivalent, CHEM107/108 or equivalent, CHEM 245/246 or equivalent, BMS 300/302 or equivalent and FSHN 150 and FSHN 300/301.

Students who do not meet the academic prerequisites for the Dietetic Practice Seminar, may complete their degree in Nutrition and Food Science by following the Nutrition and Fitness option.

Verification of Completion Statements

Statements of Verification of Completion of Requirements will be issued to all students upon completion of the BS and completion and verification of all DPD requirements. The DPD requirements are all those classes on the Dietetics option checklist. Five copies of the Verification Statement will be issued after graduation. The student is responsible for providing an address to which the statements will be mailed. Electronic files of the verifications and one signed hard copy will be maintained indefinitely should the student require additional copies.

Additional Hospitality Management Requirements

Admission to the HM Program

Students must meet prerequisites for the Survey of Human Nutrition (FSHN 150) and Chemistry (CHEM 107) in order to be admitted to the RRM program. The pre-requisites are:

- Overall GPA of 2.7
- Completion of the Survey of Human Nutrition (FSHN 150)
- Chemistry (CHEM 107)