Department of Human Nutrition, Food and Animal Sciences
College of Tropical Agriculture and Human Resources
University of Hawai‘i at Mānoa, Honolulu, Hawai‘i

Updated 5/11/2015

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>Admission into the University of Hawai‘i Dietetics Program</td>
<td>3</td>
</tr>
<tr>
<td>Taking Courses at University of Hawai‘i’s Community Colleges</td>
<td>4</td>
</tr>
<tr>
<td>Mission and Goals of the UH Dietetics Program</td>
<td>4</td>
</tr>
<tr>
<td>University of Hawai‘i Dietetic Program Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Costs and Financial Assistance</td>
<td>5</td>
</tr>
<tr>
<td>Exciting Careers in Dietetics</td>
<td>5</td>
</tr>
<tr>
<td>Specialized Areas in Dietetics- Practice Groups</td>
<td>5</td>
</tr>
<tr>
<td>Professional Portfolio</td>
<td>6</td>
</tr>
<tr>
<td>Evaluation</td>
<td>6</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>6</td>
</tr>
<tr>
<td>Retention, Remediation and Disciplinary Action</td>
<td>6</td>
</tr>
<tr>
<td>Liability and Travel Insurance</td>
<td>6</td>
</tr>
<tr>
<td>Becoming a Registered Dietitian</td>
<td>7</td>
</tr>
<tr>
<td>After Graduating from the University- Now What?</td>
<td>7</td>
</tr>
<tr>
<td>Dietetic Internships</td>
<td>7</td>
</tr>
<tr>
<td>Registered Dietitian (RD) Exam</td>
<td>7</td>
</tr>
<tr>
<td>Maintaining RD Status</td>
<td>8</td>
</tr>
<tr>
<td>UH Dietetic Program Outcomes</td>
<td>8</td>
</tr>
<tr>
<td>Graduate Record Exam (GRE)</td>
<td>8</td>
</tr>
<tr>
<td>Undergraduate FSHN (Council) Student Club</td>
<td>9</td>
</tr>
<tr>
<td>Feedback From Past Students</td>
<td>9</td>
</tr>
<tr>
<td>Dietetic Program Foundation Knowledge Requirements (KR), Support Knowledge (SK)</td>
<td>9</td>
</tr>
<tr>
<td>and Expected Learning Outcomes</td>
<td>10</td>
</tr>
<tr>
<td>Courses Required for FSHN Dietetics Option</td>
<td>11</td>
</tr>
<tr>
<td>Sample 4 year Academic Plan</td>
<td>12</td>
</tr>
<tr>
<td>Dietetics Roadmap</td>
<td>13</td>
</tr>
<tr>
<td>General Undergraduate Foundation and Core Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Applying for an Internship - Suggested Time Frame</td>
<td>16</td>
</tr>
<tr>
<td>Applying for a Dietetic Internship- a Supervised Practice Program</td>
<td>17</td>
</tr>
<tr>
<td>University of Hawai‘i’s Supervised Practice Program</td>
<td>18</td>
</tr>
<tr>
<td>Characteristics of successful dietetics internship applicants</td>
<td>19</td>
</tr>
<tr>
<td>DPD Course List</td>
<td>21</td>
</tr>
<tr>
<td>Useful WEB Sites</td>
<td>22</td>
</tr>
<tr>
<td>Student Academic Support Services</td>
<td>23</td>
</tr>
<tr>
<td>Dietetics Program Faculty</td>
<td>24</td>
</tr>
</tbody>
</table>
Welcome to the Dietetics Program in the Department of Human Nutrition, Food and Animal Sciences - the only dietetics program offered within the State of Hawai‘i. It is our wish that you find personal and professional growth and rewards as a dietetics student at the University of Hawai‘i (UH).

This handbook was prepared for students interested in majoring in the field of Dietetics and interested in becoming a registered dietitian (RD). Registered dietitians apply the science of food and nutrition to daily living and good health. For many federal/state agencies, hospitals and universities providing nutrition services, a registered dietitian is the required professional. Note: Every effort has been made to insure that the material in this handbook is accurate, up-to-date and complete. However, occasionally errors and changes occur. It is always a good idea to double check with your advisor before taking any course, which is one of the reasons the department requires mandatory advising of all students. For those not yet in the program and would like to make sure they are on the right track please feel free to contact the CTAHR academic advisors (e-mail: ctahradv@hawaii.edu; schedule your appointment at ctahradv.youcanbook.me).

Admission into the University of Hawai‘i Dietetics Program

Undergraduate students interested in the Dietetics option may apply either as freshmen, upperclassmen, or as transfer students at any time of the year once admission requirements are met.

Freshmen may declare at the time of application or within their first semester.

Students who want to transfer into the food science and human nutrition (FSHN) major are required to have:

- A minimum GPA of 3.0
- Completed FSHN 185 with a grade of B (not B-) or better
- Completed the following courses with a grade of C (not C-) or better
  - MATH 140 (or higher)
  - PHYL 141 & 141 Lab
  - PHYL 142 & 142 Lab
  - CHEM 161 & 161 Lab
  - CHEM 162 & 162 Lab

Students who have taken courses at another university or community college outside of the University of Hawai‘i system must arrange to have their official transcripts sent to the UH-Mānoa Admissions Office for evaluation of transfer credits. Courses not meeting the university core requirements, but are acceptable academically, will be transferred and counted as elective credits.

Upon entering the program, students will be required to meet with academic advisors to identify their career objectives and select an appropriate option for study. Contact the CTAHR academic advisors at ctahradv@hawaii.edu or schedule an appointment at ctahradv.youcanbook.me.
Note to Transfer students: Please meet with the dietetics program director to review prior coursework. Check online to the “Transfer of Credits” website within the UH Admissions office to see how your courses transfer to UH, http://www.hawaii.edu/transferdatabase/.

Note to Foreign Transfer students: Thank you for considering the dietetics program at the University of Hawai‘i. The University of Hawai‘i’s dietetics program is nationally accredited and falls under the jurisdiction of the Academy of Nutrition and Dietetics (http://www.eatright.org/). All course work acquired outside of the U.S. has to go through a reciprocity evaluation. You will need to send your transcripts (along with a fee) to have your course work evaluated. Below are two companies that can do this.

  World Education Services, Inc. https://www.wes.org/

Once you have the reciprocity report, you can see how your courses fit within the requirements of the University of Hawai‘i’s dietetics program. Please check page 11 of the Dietetics Option Student Handbook or the following web site, www.ctahr.hawaii.edu/hnfas/degrees/undergrad/FSHN.html#diet.

Once accepted, you will be considered part of the dietetics program and the “clock will start ticking”. There is no time limit but the dietetics program is evaluated on how long it takes for students to complete required coursework. Note that the course load is quite heavy especially if you are new to the UH campus. Dietetics is a profession where you are expected to be self motivated, to work hard, and do what is necessary to accomplish your goals. Pace yourself accordingly, possibly taking several courses during the summer. The department requires mandatory advising of all students, including dietetic students. Each semester dietetic students will consult with his/her advisor to review coursework and assess their academic progress. At the end of the junior year, students will be encouraged to be advised by the dietetics program director (if they are not already) to ensure program requirements are met for graduation and to facilitate the dietetic internship application process.

Taking Courses at University of Hawai‘i’s Community Colleges

Many University of Hawai‘i’s Community Colleges offer a variety of courses required by the dietetics curriculum. In addition, parking is free! You might decide to attend a community college first, but keep in mind that there are approximately 2 years of required upper division courses that are available only at UH Mānoa.

Go to www.hawaii.edu/myuh/manoa to access on-line registration. Scroll down to: “My UH Registration Information” and then to “My UH All-Campus Info Listing. You will be able to register on-line at the different campuses. On-line advisors and registration information at each of these campuses are also given.

Mission of the University of Hawai‘i (UH) Dietetic Program

The mission of the dietetic program is to provide a high quality, broad based, didactic education with in-depth experiences in the sciences, management and business that serves as the knowledge base for the required post-baccalaureate experience component needed to become a RD.

Goals of the UH dietetics program include:

Program Goal #1
To provide quality undergraduate didactic instruction for successful admission into accredited dietetic internships or institutions of higher learning for pursuit of a career in the profession of nutrition or a related field.

Program Goal #2
To prepare graduates to demonstrate a commitment to community service.

University of Hawai‘i Dietetics Program Requirements

The dietetics program is based on requirements mandated by the College and University requirements and the Standards of Education of the AND. Due to the large number of required courses, especially those courses that have prerequisites, scheduling can be challenging. As an entering freshman you can complete the dietetics undergraduate program at the University of Hawai‘i in four years if you closely follow the course sequence outlined in Exhibit A. This plan specifies all required coursework including the University undergraduate core requirements. Many of the courses required in the first two years are offered at the community colleges. A prerequisite and semester course-offering guide
is included as Exhibit B. This shows which courses are offered each semester and the prerequisites for each course. It is important to complete courses in sequence so that by the time you reach the upper level courses all prerequisites have been taken. Exhibit C describes the core requirements in more detail. **Again, please note that scheduling and prerequisites are subject to change so always double check and refer to the UH catalog and current Schedule of Courses.**

**Costs and Financial Assistance**

A full time student resident for academic year 2015-2016 pays approximately $5,300/semester in tuition with an additional $500 for books and $800 for student fees. A full time non-resident student pays approximately $15,400/semester tuition with the same $500 book cost and $800 student fees. This does not take into account living or possible additional expenses such as a $5 fee to join the FSHN Student Council, $50 for student ADA membership, about $25 for attendance at the Hawai‘i Dietetic Association conference, about $30 in malpractice insurance and gas for the senior FSHN 492 Field Experience class and food class lab fees. Please see [http://manoa.hawaii.edu/records/tuition_fees/tuition.html](http://manoa.hawaii.edu/records/tuition_fees/tuition.html) for the most updated tuition and fees.

The University and CTAHR offer some financial assistance. Please see CTAHR’s scholarship website here: [http://www.ctahr.hawaii.edu/site/Scholarships.aspx](http://www.ctahr.hawaii.edu/site/Scholarships.aspx)

Nutrition and Food Science scholarships are also available; however, most are for Juniors or Seniors with a grade point average above 3.0. Check out the Department of Human Nutrition, Food and Animal Sciences scholarships website: [http://www.ctahr.hawaii.edu/hnfas/scholarships.html](http://www.ctahr.hawaii.edu/hnfas/scholarships.html)

**Exciting Careers in Dietetics**

A career in dietetics can be exciting! Some graduates work in business, selecting and marketing food products to meet the needs of specific populations. Others work with healthy, overweight or ill people guiding them nutritionally towards better health, or in the case of athletes, towards peak performance.

Clinical dietitians work in hospitals, clinics, physicians' offices and nursing homes. These dietitians work as members of the health care team with doctors, nurses and pharmacists to help people who are ill. They also teach nutrition concepts to healthy groups and individuals, including children, pregnant women and the elderly. Many have established private practices.

Community dietitians work in areas of public health such as the Supplemental Food Program for Women, Infants, Children Program (WIC), and the State Departments of Health. They facilitate better health by promoting and teaching good eating practices to the public.

Administrative dietitians direct the food service operations in hospitals, nursing homes, schools, universities, business and industry, restaurants, and correctional institutions. These professionals plan nutritious and attractive menus, purchase foods, control large food service budgets, and manage food service workers.

Other dietitians conduct research in nutrition in health and disease, develop new food products, promote nutrition through radio, television and written media, or teach nutrition and food service management at the college and university level.

**Specialized Areas in Dietetics: 2014-2015 Dietetic Practice Groups:** (See [http://www.eatright.org](http://www.eatright.org))

<table>
<thead>
<tr>
<th>Behavior Health Nutrition</th>
<th>Nutrition Education for the Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Nutrition Management</td>
<td>Nutrition Educators for Health Professionals</td>
</tr>
<tr>
<td>Diabetes Care and Education</td>
<td>Nutrition Entrepreneurs</td>
</tr>
<tr>
<td>Dietetic Educators of Practitioners</td>
<td>Oncology Nutrition</td>
</tr>
<tr>
<td>Dietetic Technicians in Practice</td>
<td>Pediatric Nutrition</td>
</tr>
<tr>
<td>Dietetics in Health Care Communities</td>
<td>Public Health/Community Nutrition</td>
</tr>
<tr>
<td>Dietitians in Business and Communication</td>
<td>Renal Dietitians</td>
</tr>
<tr>
<td>Dietitians in Integrative and Functional Medicine</td>
<td>Research</td>
</tr>
<tr>
<td>Dietitians in Nutrition Support</td>
<td>School Nutrition Services</td>
</tr>
<tr>
<td>Food and Culinary Professionals</td>
<td>Sports, Cardiovascular, and Wellness Nutritionists</td>
</tr>
<tr>
<td>Healthy Aging</td>
<td>Vegetarian Nutrition</td>
</tr>
<tr>
<td>Hunger and Environmental Malnutrition</td>
<td>Weight Management</td>
</tr>
<tr>
<td>Management in Food and Nutrition Systems</td>
<td>Women's Health</td>
</tr>
<tr>
<td>Medical Nutrition Practice Group</td>
<td></td>
</tr>
</tbody>
</table>

5
The Academy of Nutrition and Dietetics (AND) is one of the major professional organizations for dietetic practitioners. The purpose of the Association is the promotion of optimal health and nutritional status of the population through the provision of direction and leadership for quality dietetic practice, education, and research. Currently, there are about 70,000 AND members in the United States. The majority of members are RDs.

**Professional Portfolio**

As students progress through the dietetics program they will be encouraged to develop, and continually update, a professional portfolio. A variety of material may be included such as: evidence of oral and written communication, ability to use technology, evidence of research skills, teamwork, critical thinking and problem solving ability. The process of accumulating and storing materials digitally is now available through the UH computer system, Laulima.

**Evaluation**

Evaluation is a critical continuous process that is an integral component of the UH dietetics program. Faculty and students are each given opportunities to offer their input. Constructive suggestions and recommendations are always encouraged. A variety of mechanisms exist to ensure that this evaluation process takes place:

1. At the end of each dietetic required course, students will be given the opportunity to evaluate the instructor’s performance and the course itself.
2. Students have the right to give input to the given professor, student advisor, dietetics program director, department chair and college dean of students.
3. At the end of the dietetics didactic program, students are given an “exit survey” administered by the college and are asked to evaluate the quality of the education they received while attending UH.

**Grievance Procedure**

It is the policy of the University of Hawai‘i that faculty and students be provided consistent and equitable treatment in resolving disputes arising from the academic relationship between faculty and student(s). Student(s) who wish to appeal a decision or grade by faculty members are advised to utilize the Academic Grievance Procedure. Information on the Academic Grievance Procedure is available from the UH Dean of Students, who is the campus administrator responsible for facilitating the grievance process. Their site is: [http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/](http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/).

Students who have a grievance related to the DPD program should contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, Telephone: 800-877-1600 ext. 5400.

**Retention, Remediation and Disciplinary Action**

As with all students who fail to meet the academic requirements of UH, students may be placed on probation, suspended, or dismissed. The guidelines for these procedures are found in the UH catalog. Further information may also be obtained from the UH student academic services office, [http://www.catalog.hawaii.edu/undergrad-ed/honors.htm#academic](http://www.catalog.hawaii.edu/undergrad-ed/honors.htm#academic). Dietetic students are encouraged to develop a collaborative relationship with their advisors so if necessary, they can work together to proactively develop positive strategies to avoid negative disciplinary action.

**Liability and Travel Insurance**

Liability insurance provides protection to students from any injury they may cause or are alleged to have caused to others. Dietetic students participating in community or hospital work experiences are required to purchase at least $1,000,000 worth of liability insurance or certify that they are covered by the liability insurance policy of the cooperating agency or firm. Marsh Affinity Group Services provide $1,000,000 or $3,000,000 worth of liability insurance for an annual fee of about $30. The Department has no relationship with this firm. The applications are provided by the department for convenience only. Students are responsible for transportation to and from work sites. Individual health and travel insurance is strongly recommended.
Becoming a Registered Dietitian

To become a registered dietitian, the successful completion of these components is required:

1. An accredited/coordinated program (CP) or an approved didactic (instructional) program. A Bachelor's degree is acquired upon completion of this program.
2. Dietetic internship (supervised practice)
3. The Dietetic Registration exam.

The Didactic Program in Dietetics at University of Hawai‘i-Mānoa is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, Telephone: 800-877-1600 ext. 5400. It prepares students with the knowledge base for a dietetic internship and/or graduate school.

After Graduating from the University- Now What?

After graduating from an accredited didactic program, an accredited internship (supervised practice) for a minimum of 1200 hours is required for eligibility to take the Dietetic Registration Examination. The purpose of registration is to protect the nutritional health, safety and welfare of the public by encouraging high standards of performance of persons practicing the profession of dietetics. The computerized exam is offered on a regular basis in Hawai‘i during the year. Exam questions cover six areas: normal nutrition, clinical nutrition, community nutrition, management, food service, and food science. After completing an internship, the student is "RD eligible." Only after successfully passing this exam can the student become an RD.

Licensure for Hawai‘i’s RDs became law in year 2000. The licensure law is a “title protection” law. The Hawai‘i Dietetic Association (HDA) continues to work with the Hawai‘i State Department of Health to implement an active licensure program. The statute and administrative rules are available on the HDA website: http://eatrighthawaii.org/

Supervised Practice (SP) Program/Dietetic Internships

The most common route to becoming a registered dietitian (RD) is completing a supervised practice (SP) program/dietetic internship. Internships follow completion of a bachelor's degree program that meets the academic requirements of the AND. The University of Hawai‘i Food Science and Human Nutrition Department meets these requirements and issues a Bachelor of Science (B.S.) degree in Food Science and Human Nutrition.

A Verification Statement will be issued to you by the Program Director upon completion of your B.S. degree regardless if you choose to pursue a dietetic internship. This standardized form verifies that you have met the dietetic undergraduate academic requirements and is to be submitted with the internship application. A copy will be kept in the Human Nutrition, Food and Animal Sciences department and another copy will be placed in your final portfolio and given to you when you complete the FSHN 492 Field Practicum course. If you have not completed your academic requirements when you apply for an internship, a Declaration of Intent Form will be given to you to accompany the application.

The ADA website (http://eatrighthawaii.org/) at “Accreditation & Credentialing” provides a list of accredited dietetic internships. The duration of these internships ranges from 6-12 months. Some are combined with master's degree programs. Also listed are distance education programs.

Registered Dietitian (RD) Exam

A list of currently approved test centers that provide the RD exam is given to each graduating intern in their last mailing, along with their authorization papers, to ensure they are provided with the most current test sites. The test sites are subject to change as new ones come on and others closed. Hawai‘i has several test sites. Contact AND’s Accreditation Council for Education in Nutrition and Dietetics (ACEND), 800/877-1600, extension 5500 for further information.
Maintaining RD Status

To maintain RD status, a fee is paid to the Commission of Dietetic Registration (CDR). Academy of Nutrition and Dietetics (AND) membership dues are also paid yearly. R.D.’s do not need to be members of AND to be registered, but membership is encouraged. Member benefits include:

- Access to the *Journal of the Academy of Dietetics and Nutrition* and other information, which features current food and nutrition research and practice information as well as national AND news
- Access to *Evidence Based Library* and resources for Medical Nutrition Therapy
- Access to *Daily News* featuring top news stories related to nutrition
- Membership in your state dietetics association
- Membership in 28 professional interest practice groups Dietetic Practice Groups (DPGs)
- Member of AND's National Referral System, which serves consumers looking for nutrition services
- Member discounts on many publications, continuing education opportunities and meetings
- Professional liability insurance at economical rates
- Long-term care, home owner, auto and life insurance programs at reduced rates
- AND-sponsored Master Card credit card with WorldPoints
- Policy initiative and advocacy voice in Washington and in the media

After obtaining an RD, seventy-five clock hours of approved continuing education in the field over a five-year period is also required. Approved continuing education activities include conferences, workshops, seminars, academic coursework, and other learning experiences.

UH Dietetics Program Outcomes

The following UH dietetic program outcomes are continuously monitored to ensure high quality learning experiences and program effectiveness.

For program goal #1: Quality of UH dietetics program
   a. Percent of UH dietetic students applying to dietetics internships the academic year they complete the program and the number who are accepted
   b. Once accepted into the UH dietetics program, the time it takes for students to graduate
   c. Pass rate for UH program graduates taking the national Dietetic Registration Examination for the first time.
   e. Student evaluation of overall quality of UH dietetics program
   f. For graduates attending dietetic internships, their preceptor evaluation
   g. Employment rate of graduates

For program goal #2: Community service
   a. Percent of students participating in community service
   b. Percent of graduates working in Hawai‘i doing community service

Graduate Record Exam

Graduate Record Exam (GRE) scores are often required especially for combined internship/graduate programs. The GRE is administered at the University of Hawai‘i. Currently the cost is $160. Only the 41/2-hour general test is given. Call 956-3454 for an appointment. You will be going to Queen Liliuokalani Center for Student Services, room 307. Tests are given weekly. To prepare for taking the GRE you can purchase GRE practice books and software found at most bookstores. You can also download a GRE practice test for free. Go to web site: www.ets.org/gre.

Make sure you allow plenty of time for your chosen internship to receive your GRE scores. It takes up to 2-4 weeks for processing. Scores are valid for 5 years.

You can take the GRE up to five times a year. (It is good to have a score of over 1000 total for the verbal and math areas). Remember, all your past and current GRE test scores are sent to the designated site(s). You will be asked what sites you wish to have your scores sent. Four sites can be chosen free of charge. There will be a cost of $20.00 per site.
if you decide to have your scores sent later. Since GRE information changes often it is best to refer to the web site: www.ets.org/gre.

Undergraduate FSHN (Council) Student Club

You are encouraged to join the Student FSHN Council for a nominal fee of $5.00/semester. You will have a chance to meet other students in your major and have the opportunity to share information and good times. Often graduating seniors leave behind jobs/career opportunities that are now available to you. Web site at: https://sites.google.com/a/hawaii.edu/uhm-fshn-council/

Feedback from past students (RDs!) that graduated from the UH Dietetics program:

“Courses- great variety and applicable to field of dietetics and internship.”
“Faculty- very supportive, variety of backgrounds and individual strengths.”
“At our internship orientation I felt the UH students really had a better grasp on MNT.”
“I feel like I was well prepared and that I am lucky to have attended UH. Thanks.”

Dietetic Program Foundation Knowledge Requirements (KR), Support Knowledge (SK) and Expected Learning Outcomes

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice
   KR 1.1: The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.
   KR 1.1.a: Expected Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions
   KR 1.1.b: Expected Learning Outcome: Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
   KR 2.1: The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
   KR 2.1.a: Expected Learning Outcome: Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.
   KR 2.1.b: Expected Learning Outcome: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.
   KR 2.2: The curriculum must provide principles and techniques of effective counseling methods.
   KR 2.2.a: Expected Learning Outcome: Students are able to demonstrate counseling techniques to facilitate behavior change.
   KR 2.3: The curriculum must include opportunities to understand governance of dietetics practice, such as the ADA Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.
   KR 2.3.a: Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.
   KR 2.3.b: Expected Learning Outcome: Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations
   KR 3.1: The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.
KR 3.1.a: Expected Learning Outcome: Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.

KR 3.2: The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KR 3.2.a: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups.

KR 3.3: The curriculum must include education and behavior change theories and techniques.

KR 3.3.a: Expected Learning Outcome: Students are able to develop an educational session or program/educational strategy for a target population.

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

KR 4.1: The curriculum must include management and business theories and principles required to deliver programs and services.

KR 4.1.a: Expected Learning Outcome: Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services.

KR 4.1.b: Expected Learning Outcome: Students are able to determine costs of services or operations, prepare a budget and interpret financial data.

KR 4.1.c: Expected Learning Outcome: Students are able to apply the principles of human resource management to different situations.

KR 4.2: The curriculum must include content related to quality management of food and nutrition services.

KR 4.2.a: Expected Learning Outcome: Students are able to apply safety principles related to food, personnel and consumers.

KR 4.2.b: Expected Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making.

KR 4.3: The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KR 4.3.a: Expected Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.

KR 4.4: The curriculum must include content related to health care systems.

KR 4.4.a: Expected Learning Outcome: Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services.

5. Support Knowledge (SK): knowledge underlying the requirements specified above.

SK 5.1: The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

SK 5.2: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

SK 5.3: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.
### REQUIRED COURSES FOR THE FSHN DIETETICS OPTION 2015-2016

**I. Required Basic Science and Math Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 161-161L</td>
<td>General Chemistry I &amp; Lab</td>
<td>3, 1</td>
<td>Placement exam</td>
</tr>
<tr>
<td>CHEM 162-162L</td>
<td>General Chemistry II &amp; Lab</td>
<td>3, 1</td>
<td>CHEM 161</td>
</tr>
<tr>
<td>CHEM 272</td>
<td>Organic Chemistry</td>
<td>3</td>
<td>CHEM 162</td>
</tr>
<tr>
<td>MBBE 375</td>
<td>Multidisciplinary Biochemistry</td>
<td>3</td>
<td>CHEM 272</td>
</tr>
<tr>
<td>BIOL 171-171L</td>
<td>Introduction to Biology I</td>
<td>3, 1</td>
<td>CHEM 161/L, CHEM 161/L, CHEM 161+L</td>
</tr>
<tr>
<td>PHYL 141-141L or</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3, 1</td>
<td>BIOL 171 &amp; BIOL 172, or any PHYL course; and CHEM 161 (or higher), or any BIOC course; or consent.</td>
</tr>
<tr>
<td>PHYL 301-301L</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4, 1</td>
<td>PHYL 141, 141L</td>
</tr>
<tr>
<td>MATH 140 or higher</td>
<td>Precalculus</td>
<td>3</td>
<td>Placement exam</td>
</tr>
</tbody>
</table>

**II. Required FSHN Core Major Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSHN 181-181L</td>
<td>Intro to Food Preparation</td>
<td>3, 1</td>
<td>PHYL 142-142L (corequisite), grade C in CHEM 161-161L &amp; grade B in FSHN 185, FSHN 185 and FSHN 370 (or concurrent)</td>
</tr>
<tr>
<td>FSHN 185</td>
<td>The Science of Human Nutrition</td>
<td>3</td>
<td>FSHN 185 and FSHN 370 (or concurrent)</td>
</tr>
<tr>
<td>FSHN 370</td>
<td>Nutrition Throughout the Lifespan</td>
<td>3</td>
<td>MBBE 375 and PHYL 142, 142L</td>
</tr>
<tr>
<td>FSHN 389</td>
<td>Nutritional Assessment</td>
<td>3</td>
<td>FSHN 485</td>
</tr>
<tr>
<td>FSHN 485</td>
<td>Nutritional Biochemistry I</td>
<td>3</td>
<td>Senior standing in FSHN</td>
</tr>
<tr>
<td>FSHN 486</td>
<td>Nutritional Biochemistry II</td>
<td>3</td>
<td>FSHN 485</td>
</tr>
<tr>
<td>FSHN 492</td>
<td>Field Practicum</td>
<td>4</td>
<td>FSHN 485</td>
</tr>
</tbody>
</table>

**II. Required FSHN Dietetics Option**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 315 or</td>
<td>Mgt. &amp; Org. Behavior</td>
<td>3</td>
<td>PSY 100 or SOC 100</td>
</tr>
<tr>
<td>FSHN 311</td>
<td>Inst Food Serv Mgmt</td>
<td>3</td>
<td>FSHN 181-181L</td>
</tr>
<tr>
<td>FSHN 312</td>
<td>Quantity Food Production</td>
<td>3</td>
<td>FSHN 181-181L</td>
</tr>
<tr>
<td>FSHN 322</td>
<td>Marketing Nutrition and Food</td>
<td>3</td>
<td>FSHN 185, FSHN 181-181L, FSHN 312, MBBE 375, PHYL 142, 142L</td>
</tr>
<tr>
<td>FSHN 381-381L</td>
<td>Experimental Foods</td>
<td>4</td>
<td>CHEM 161/L, FSHN 181/L, CHEM 171-171L, PHYL 142, 142L, FSHN 370 (or concurrent)</td>
</tr>
<tr>
<td>FSHN 440</td>
<td>Food Safety</td>
<td>3</td>
<td>FSHN 181-181L</td>
</tr>
<tr>
<td>FSHN 451</td>
<td>Community Nutrition &amp; Nutrition Ed</td>
<td>4</td>
<td>FSHN 370, NREM 310</td>
</tr>
<tr>
<td>FSHN 467</td>
<td>Medical Nutrition Therapy I</td>
<td>3</td>
<td>FSHN 486</td>
</tr>
<tr>
<td>FSHN 468</td>
<td>Medical Nutrition Therapy II</td>
<td>3</td>
<td>FSHN 467</td>
</tr>
<tr>
<td>FSHN 469</td>
<td>Nutrition Counseling</td>
<td>2</td>
<td>FSHN 467 or concurrent</td>
</tr>
<tr>
<td>FSHN 480</td>
<td>Nutrition in Exercise and Sports</td>
<td>3</td>
<td>FSHN 185, FSHN 486</td>
</tr>
<tr>
<td>FSHN 488</td>
<td>Obesity</td>
<td>2</td>
<td>FSHN 186, FSHN 480</td>
</tr>
<tr>
<td>BIOL 340 or</td>
<td>Genetics, Evolution and Society</td>
<td>3</td>
<td>BIOL 171-171L</td>
</tr>
<tr>
<td>CMB 411</td>
<td>Human Genetics</td>
<td>3</td>
<td>BIOL 171-171L</td>
</tr>
<tr>
<td>PHRM 203</td>
<td>General Pharmacology</td>
<td>3</td>
<td>PHYL 142, 142L</td>
</tr>
</tbody>
</table>

(Offered at UH Community Colleges)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>PSY 100</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>SOC 100</td>
</tr>
<tr>
<td>COMG 151 or</td>
<td>Personal and Public Speech</td>
<td>3</td>
<td>COMG 151</td>
</tr>
<tr>
<td>COMG 251</td>
<td>Principles of Eff. Public Speaking</td>
<td>3</td>
<td>COMG 251</td>
</tr>
<tr>
<td>NREM 310</td>
<td>Stats in Ag. &amp; Human Resources</td>
<td>3</td>
<td>NREM 310</td>
</tr>
</tbody>
</table>

**NOTE:** Student must meet all General Education Diversifications, Foundations, and Focus requirements. Additional courses will be necessary to fulfill these requirements.
### Sample 4-year Academic Plan 2015-2016

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Spring Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 161+161L General Chemistry 1 and Lab (4 cr)</td>
<td>CHEM 162+L General Chemistry 2 and Lab (4 cr)</td>
</tr>
<tr>
<td>BIOL 171+171L Intro Biology 1 and Lab (4 cr)</td>
<td>FSHN 185 Science of Human Nutrition (3 cr)</td>
</tr>
<tr>
<td>Global &amp; Multicultural Perspectives Core (FG) (3 cr)</td>
<td>FSHN 181+ L Intro to Food Preparation (4 cr)</td>
</tr>
<tr>
<td>ENG 100 Composition 1 (FW) (3 cr)</td>
<td>MATH 140 or higher (FS) (3 cr)</td>
</tr>
<tr>
<td>TOTAL 14 cr</td>
<td>TOTAL 14 cr</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Spring Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 272 Organic Chemistry 1 (3 cr)</td>
<td>MBBE 375 Multidisciplinary Biochemistry (3 cr)</td>
</tr>
<tr>
<td>PHYL 141+L Human Anat and Phys 1 and Lab (4 cr)</td>
<td>PHYL 142 + L Human Anat and Phys 2 and Lab (4 cr)</td>
</tr>
<tr>
<td>COMG 151 Public Speaking (DA) (3 cr)</td>
<td>FSHN 370 Nutrition Through the Life Span (3 cr)</td>
</tr>
<tr>
<td>PSY 100 Intro to Psychology (DS) (3 cr)</td>
<td>NREM 310 Stat in Ag &amp; Human Resources (3 cr)</td>
</tr>
<tr>
<td>Global &amp; Multicultural Perspectives Core (FG) (3 cr)</td>
<td>TOTAL 13 cr</td>
</tr>
<tr>
<td>TOTAL 16 cr</td>
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</table>

<table>
<thead>
<tr>
<th>Fall Year 3</th>
<th>Spring Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSHN 485 Nutritional Biochemistry 1 (3 cr)</td>
<td>FSHN 486 Nutritional Biochemistry 2 (3 cr)</td>
</tr>
<tr>
<td>FSHN 381 Experimental Foods (4 cr)</td>
<td>FSHN 389 Nutrition Assessment (3 cr)</td>
</tr>
<tr>
<td>FSHN 440 Food Safety (3 cr)</td>
<td>FSHN 480 Nutrition in Exercise and sport (3 cr)</td>
</tr>
<tr>
<td>BIOL 340 Human Genetics (3 cr)</td>
<td>PHRM 203 Pharmacology (3 cr)</td>
</tr>
<tr>
<td>FSHN 312 Quantity Foods and Institut Purchas (3 cr)</td>
<td>FSHN 311 Inst Food Service Mgmt (3 cr)</td>
</tr>
<tr>
<td>TOTAL 16 cr</td>
<td>TOTAL 15 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 4</th>
<th>Spring Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSHN 467 Medical Nutrition Therapy 1 (3 cr)</td>
<td>FSHN 468 Medical Nutrition Therapy 2 (3 cr)</td>
</tr>
<tr>
<td>FSHN 451 Community Nutrition &amp; Nutrition Ed (4 cr)</td>
<td>FSHN 492 Field Experience (4 cr)</td>
</tr>
<tr>
<td>FSHN 469 Nutrition Counseling (2 cr)</td>
<td>SOC 100 Intro to Sociology (DS) (3 cr)</td>
</tr>
<tr>
<td>FSHN 488 Obesity (2 cr)</td>
<td>DH/DL (recom HWST 107 for DH/HAP focus) (3 cr)</td>
</tr>
<tr>
<td>FSHN 322 Marketing Nutrition and Food (3 cr)</td>
<td>Elective (3 cr)</td>
</tr>
<tr>
<td>Elective (1 cr)</td>
<td>TOTAL 16 cr</td>
</tr>
<tr>
<td>TOTAL 16 cr</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS = 120**

### IMPORTANT NOTES

- All general education requirements must be met. See listing on page 14-16 or go to: [http://www.catalog.hawaii.edu/corerequirements/index.html](http://www.catalog.hawaii.edu/corerequirements/index.html)

- Students must pass a placement exam to register for CHEM 161+L. Students who do not receive a passing score must enroll in and pass CHEM 131 before moving on to CHEM 161+L.

- Students must pass a placement exam to register for MATH 140. Students who do not receive a passing score must enroll in and pass MATH 135 before moving on to MATH 140.

- Check the transfer credit database before enrolling in courses at a UH Community College. Not all courses transfer to UH-Mānoa as the same course number. Go to: [http://www.hawaii.edu/transferdatabase/](http://www.hawaii.edu/transferdatabase/)

- MICRO 130 + MICRO 140L may be taken in place of FSHN 440 but make sure you have 45 credits or more of upper division (300+) credit courses needed for graduation.

- PHRM 203 must be taken at a UH Community College or UH Maui College. This course is no longer offered at UH-Mānoa, but is required to meet major AND accreditation standards.
Dietetics Roadmap

*Student MUST work in Gen. Ed. and Focus requirements not shown on this guideline
General Undergraduate Foundation and Core Requirements
A complete course list is available online at http://www.catalog.hawaii.edu/corerequirements/index.html

Foundations Requirement: 12 credits
The Foundations requirements are intended to give students skills and perspectives that are fundamental to undertaking higher education. Students complete the Foundations requirements during their first year at UH Mānoa. Courses taken to fulfill the Foundations requirements may not be used to fulfill Diversification or Focus requirements.

Written Communication (FW): 3 credits
Written Communication courses introduce students to the rhetorical, conceptual, and stylistic demands of writing at the college level; courses give instruction in composing processes, search strategies, and composing from sources. Courses also provide students with experiences in the library and on the internet and enhance their skills in accessing and using various types of primary and secondary materials.

FW Courses
- ENG 100, 100A Composition I
- ENG 190 Composition for Transfer Students
- ELI 100 Expository Writing: A Guided Approach

Symbolic Reasoning (FS): 3 credits
Symbolic Reasoning courses expose students to the beauty and power of formal systems, as well as to their clarity and precision; courses do not focus solely on computational skills. Students learn the concept of proof as a chain of inferences. They learn to apply formal rules or algorithms, engage in hypothetical reasoning, and traverse a bridge between theory and practice. In addition, students develop the ability to use appropriate symbolic techniques in the context of problem solving and to present and critically evaluate evidence.

FS Courses
- MATH 140** Precalculus
- MATH 161 Precalculus and Elements of Calculus for Economics and the Social Sciences
- MATH 203** Calculus for Business and Social Sciences
- MATH 215** Applied Calculus I
- MATH 241** Calculus I
- MATH 251A** Accelerated Calculus I
- NREM 203 Applied Calculus for Management, Life Sciences, and Human Resources

* Has a prerequisite.
** Requires placement by Math Department's Precalculus Assessment; visit http://www.math.hawaii.edu.

Global and Multicultural Perspectives (FG): 2 courses, 6 credits
Global and Multicultural Perspectives courses provide thematic treatments of global processes and cross-cultural interactions from a variety of perspectives. Students will gain a sense of human development from prehistory to modern times through consideration of narratives and artifacts from diverse cultures. At least one component of each of these courses will involve the indigenous cultures of Hawai‘i, the Pacific, or Asia.

FG Courses
To satisfy this requirement, students must take a total of six credits; the six credits must come from two different groups.
Group A (FGA; courses cover the time period prehistory to 1500)
- ANTH 151, 151A Emerging Humanity
- ART 175 Survey of Global Art I
- HIST 151 World History to 1500
- HIST 161A World Cultures in Perspective
- WS 175 History of Gender, Sex, and Sexuality in Global Perspectives to 1500 CE
Group B (FGB; courses cover the time period 1500 to modern times)

- AMST 150 America and the World
- ANTH 152, 152A Culture and Humanity
- ART 176 Survey of Global Art II
- FSHN 141 Culture and Cuisine: The Global Diversity of Food
- GEOG 102 World Regional Geography
- HAW 100 Language in Hawai‘i: A Microcosm of Global Language Issues
- HIST 152 World History since 1500
- HIST 162A World Cultures in Perspective
- LING 105 Language Endangerment, Globalization, and Indigenous Peoples
- TIM 102 Food and World Cultures
- WS 176 History of Gender, Sex and Sexuality in Global Perspective, 1500 CE to the Present

Group C (FGC; courses cover the time period prehistory to modern times)

- GEOG 151, 151A Geography and Contemporary Society
- LLL 150 Literature and Social Change
- MUS 107 Music in World Cultures
- REL 150, 150A Introduction to the World's Major Religions

For Non-UH System Transfer Students Only

Students who transfer from a non-UH System school with one or more western civilization courses will be required to take only three credits of Global and Multicultural Perspectives. If the course or courses that they have taken are time-period specific, the credits that they take at UH Mānoa must cover a different time period.

Diversification Requirement: 19 credits

The Diversification requirements are intended to assure that every student has exposure to different domains of academic knowledge, while at the same time allowing flexibility in choice of courses for students with different goals and interests.

Students can complete the Diversification requirements over the full four years of their academic program. Students may satisfy the Diversification requirements by taking approved courses for which they meet course prerequisites. Some courses that satisfy Diversification requirements may also simultaneously satisfy Focus or major requirements.

Can a single course satisfy more than one requirement?

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Hawaiian/Second Language</th>
<th>Foundations</th>
<th>Diversification</th>
<th>Focus</th>
<th>Major</th>
<th>Minor/Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawaiian/Second Language</td>
<td>---</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Foundations</td>
<td>no</td>
<td>---</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>no</td>
</tr>
<tr>
<td>Diversification</td>
<td>no</td>
<td>no</td>
<td>---</td>
<td>YES</td>
<td>YES</td>
<td>no</td>
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<tr>
<td>Focus</td>
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<tr>
<td>Major</td>
<td>no</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>---</td>
<td>no</td>
</tr>
<tr>
<td>Minor/Certificate</td>
<td>no</td>
<td>no</td>
<td>YES</td>
<td>no</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
Diversification (19 credits)

Arts, Humanities, and Literatures (DA, DH, DL): 6 credits
To satisfy this requirement, students must take six credits; the six credits must include two of the three different areas: Arts “DA,” Humanities “DH,” and Literatures “DL.”

Natural Sciences (DB, DP, DY): 7 credits
To satisfy this requirement, students must take three credits in Biological Science “DB,” three credits in Physical Science “DP,” and one credit of Science Laboratory “DY.”

Social Sciences (DS): 6 credits
To satisfy this requirement, students must take a total of six credits from two different departments.

Dietetic Required Courses

COMG 151 or COMG 251 (DA)
HWST 107 (Recommended) (DH) (HAP)
The required science courses in the dietetics curriculum will cover this requirement.

SOC 100 and PSY 100 (DS)

UHM Graduation Requirements

Focus Requirements
The Focus requirements identify important additional skills and knowledge necessary for living and working in diverse communities. Courses fulfilling Focus requirements are offered in departments across the curriculum and vary each semester. To meet a Focus requirement, a course must have official UH Mānoa Focus designation during the semester in which it is taken. Courses taken outside the UH System cannot be used to fulfill Focus requirements. Instead, non-UH System transfer students' Focus requirements are adjusted according to the number of credit hours awarded by UH Mānoa for non-UH System courses.

Focus (course requirement)  Dietetic Required Courses
Contemporary Ethical Issues (E): one course 300 level and above  BIOL 340 (E) (Recommended)
Hawaiian, Asian, & Pacific Issues (H): one course  HWST 107 (DH) (HAP)  (Recommended)
Oral Communication (OC): one course 300 level and above  FSHN 469
Writing Intensive (W): five courses, two courses 300 level and above  BIOL 171 Lab, FSHN 381, FSHN 389, FSHN 468, FSHN 492

Notes: Second Language (competence at the 202 level) Not required for FSHN students.
Designation of Writing Intensive courses may change from year to year.

Applying for a Dietetic Internship - Suggested Time Frame
Applying for an internship involves extensive research, time and money. It is never too early to start preparing for this stage of your undergraduate education. It is important that you apply for an internship within 5 years upon completion of your didactic experience. If you wait longer, you will need to take a series of "refresher" courses.

Freshman to Senior Year:
It is very important to maintain a cumulative GPA of 3.0 or better. It is also very important to make the effort to know your department faculty. Often they will be the individuals you will be depending upon to write your letters of recommendations. If you haven't already done so, start developing a résumé. Some internship programs require a résumé as part of the application process. Give a resume to those who are writing a letter of evaluation for you. The information you provide will enable them to write a more in depth letter on your behalf. Be sure to ask for extra letters of evaluation in case you need to apply to more internships than you originally planned.
**Sophomore to Junior Year:**
Research internship/AP4 programs to which you may want to apply. Ask returning students, faculty and community professionals for their opinions/suggestions. If a Graduate Record Exam score is required, check into when the exam is offered. You might consider taking the exam in your Junior year in case you need to retake it.

Go to the American Dietetics Website: [http://www.eatright.org](http://www.eatright.org) and check out the available listing of internship sites.

**Fall Semester - Senior Year:**
Narrow your choices down to about 5-8 programs. Correspond with these programs and ask for more specific information, but before you do, read the fine print. Check to see if the programs that include a graduate degree require the taking of the Graduate Record Examination.

Gather your transcripts. Write to each college/university you have attended and request a copy of your transcripts. These transcripts are an important component of the total internship application packet. A transcript must document all college/universities attended.

**Mid-February - Senior Year:**
Applying to Dietetics Internships using Dietetics Internship Centralized Application System (DICAS)
The online Dietetics Internship Centralized Application Services (DICAS) is now being implemented for the majority of dietetic internship programs. Most application materials can conveniently be uploaded online and submitted. (Not all programs participate so it is your responsibility to check). There is a $50 fee for the first application and $20 for each additional application. This application, similar to the standard AND application, will calculate your DPD GPA and Science GPA when grades are entered. Transcripts will need to be sent to the DICAS company to be scanned into your online application. An email via DICAS can be sent to the DPD director requesting a Declaration of Intent or Verification Statement. You will use an electronic signature for your application. DICAS and D&D Computer Matching are two separate processes. You still need to register with D&D Digital if the program you are applying to participates in computer matching.

**D&D Digital Computer Matching**
The AND internship selection process includes a computerized system that matches a student's choices (1, 2, 3, ...etc.) with the internship programs' choices for student interns. The matching process is administered twice a year by D&D Digital [http://www.dnddigital.com/](http://www.dnddigital.com/), a private computer firm. Their website gives directions for submitting the required materials. The cost to you is approximately $50.

**Mid-April - Senior Year:**
Notification Day
Applicant matching results for each applicant will be posted by D&D Digital on [https://www.dnddigital.com](https://www.dnddigital.com), mid April (or mid November.) This is the only source of notification. If you received a MATCH, the dietetic internship program will be listed. A MATCH means that using your priority choices and the dietetic internship priority choices, you have been selected to accept an appointment to the program. This dietetic internship is planning on your being a part of their internship program. Only one match can occur. You must contact the internship program director within 48 hours to accept or decline the appointment.

Appointment Day
Appointment or acceptance day is always the Wednesday closest following the notification day. If the applicant was MATCHED to an internship program, she/he must call that program director on this date to confirm her/his appointment.

**What if you do not receive a match?** Please contact the dietetics program director and work together to determine the best plan of action.

**Applying for an Internship - A Supervised Practice Program**
Please note that even though the didactic dietetics program is completed, this does not guarantee acceptance into a dietetic internship. Applying for an internship requires a lot of preparation time. As stated in the March 2009 issue of AND’s Accreditation Council for Education in Nutrition and Dietetics (ACEND), newsletter: “An analysis of data on dietetics programs from January 2007 through October 2008 showed that 3,795 individuals applied for 2520 internship positions, a shortage of 1275 sites or 33%. Effectively, one third of students paid for an education to become Registered Dietitians when there was no possibility of this ever occurring. Unfortunately, the situation is expected to only get worse.” The good news is that UH dietetic students have higher than average acceptance rates. The
national acceptance rate for those who applied 2012-2014 averaged 50% versus Hawai’i which was 75%, 63% and 73% respectively.

**University of Hawai’i’s Supervised Practice Program**

The University of Hawai’i Supervise Practice program within the Didactic Program in Dietetics provides students with the supervised practice experience needed to fulfill the competencies for becoming a Registered Dietitian. Upon successful completion of the Supervised Practice, each student will receive a verification of completion and be eligible to take the national Registration Examination for Dietitians.

The Supervised Practice is accredited by the Accreditation Council for the Education in Nutrition and Dietetics (ACEND), accrediting agency of the Academy of Nutrition and Dietetics and fulfills the same requirements as a Dietetic Internship. The program includes 1,200 hours of supervised practice in various rotation sites.

- The University of Hawai’i Supervised Practice is only available to graduates who were not matched in the D&D digital match in the current year or within the past 5 years (proof required) but who possess a DPD Verification Statement.
- The University of Hawai’i Supervised Practice program prioritizes students who attended the University of Hawai’i or who are Hawai’i residents.

The University of Hawai’i Supervised Practice provides graduates of a didactic program in dietetics (DPD) with an opportunity to increase their knowledge of food and nutrition science, and to acquire the competencies needed to practice dietetics in a variety of settings. Graduates of the Supervised Practice at the University of Hawaii are expected to be able to function as entry level practitioner in clinical, food service, and community dietetics roles. Each is expected to operate independently with high levels of professionalism and integrity.

The Supervised practice at the University of Hawai’i is focused on Hawai’i’s unique community and therefore offers a community concentration. Through its activities, the Supervised Practice will promote the education of students in multicultural environment, service in a variety of community settings, and participation in various professional organizations.

The AND website, [http://www.eatright.org](http://www.eatright.org) has a listing of all internships in the country. The number of internships to which you may apply is not limited. However, before making your selections, you need to assess your qualifications realistically and apply accordingly. The internships that are in more favorable geographic locations or pay higher stipends and are better known typically attract more applicants and are therefore more competitive. The cost per application ranges between $50 to $100.

It is highly recommended that you broaden your educational experience by applying to mainland internships. If it is a hardship to go away (leaving young children, for example) there is one distance dietetic internship program now available on Oahu, Sodexo, [http://www.dieteticintern.com/](http://www.dieteticintern.com/). Usually three students a year are chosen. So far, all students have expressed overall satisfaction with their distance internship experience and all who have completed their internships have passed the RD exam. Be sure to also check out the distance internship listing at the end of the ADA list of internships website ([http://www.eatright.org](http://www.eatright.org)). New distance programs are added periodically.

The American Dietetic Association conducted a survey of graduates of dietetic programs who received appointments to supervised practice programs. The survey helped to identify characteristics of successful applicants. Students who had been through the process reported that they wished they had known the following prior to the application process:

- acceptance to a supervised practice program is competitive
- good grades are essential
- relevant work experience is important and involvement in volunteer activities is also important
What are the characteristics of successful dietetic internship applicants?

Although programs have varying selection criteria, applicants who received appointments to internship programs had the following characteristics.

**Grade point average**
- 79% had over 3.0 for all courses
- 89% had over 3.0 for food, nutrition, and management courses.
- 56% had 3.0 for biological and physical science courses.

**Work Experience**
- 85% had more than one year of paid work experience.
- 54% had dietetics-related volunteer experience.
- 53% had worked with a registered dietitian.

What other characteristics do supervised practice program directors look for in applicants?
- 87% use volunteer experience as a criterion.
- 96% require letters of recommendation.

It is important to get to know the FSHN department faculty members as soon as you can because you will most likely ask them to provide letters of reference. These letters are commonly specified as one being from the didactic program director, one from the food service professor, and the other from an advanced nutrition professor. Often you will be asked to add an additional reference from your work experience. Your letters of reference should be detailed and give an accurate picture of who you are. Many internships provide a standardized reference form in their application packet.

"Prior work experience" determines who will get an internship if grades, references, and letter of application are of similar quality. You need to develop a good work record in jobs related to dietetics and food service. Rather than taking classes in the summer, you might want to consider working or volunteering in a hospital, nursing home, or restaurant as a diet aid or clerk, and/or in the production and service areas of a food service.

The dietetics faculty will assist you in assembling your application packet; however, the final responsibility rests with you. Your letter of application should present an articulate, dynamic picture of who you are. Internship applications should be neat and well written. It is particularly important to be able to state professional goals clearly and concisely. You should make sure that each application is filled out carefully. It is your responsibility to make sure that directions are followed, ample time allowed for references to be received, all materials submitted, and all deadlines met!
Dietetic Internship Applications Require a Supplemental DPD Course List.

If you are applying to dietetic internships, the Nutrition and Dietetics Educators and Preceptors committee of the national Academy of Nutrition and Dietetics, is requiring students to include as part of the application the Supplemental DPD Course List form listing UH DPD course requirements. In the past many students and internship directors had to guess where courses "fit" within the dietetics internship application- designating it either a DPD Professional or DPD Science course. With the help of this Supplemental DPD Course List form the information is already available to you.

**DPD Course List**

**Required Supplemental Form**

**To Be Completed By the DPD Program Director**

<table>
<thead>
<tr>
<th>DPD Program Institution:</th>
<th>University of Hawai‘i at Mānoa</th>
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</thead>
<tbody>
<tr>
<td>DPD Director:</td>
<td>Anne Caprio Shovic Ph.D, RD</td>
</tr>
<tr>
<td>Website for Course Catalog:</td>
<td><a href="http://www.ctahr.hawaii.edu/hnfas/degrees/undergrad/FSHN.html#diet">http://www.ctahr.hawaii.edu/hnfas/degrees/undergrad/FSHN.html#diet</a></td>
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<tr>
<th>DPD Professional Courses</th>
<th>DPD Science Courses</th>
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<tr>
<td>FSHN 181/L Intro to Food Preparation</td>
<td>BIOL 171/L Introduction to Biology I</td>
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<tr>
<td>FSHN 185 The Science of Human Nutrition</td>
<td>BIOL 340 Genetics, Evolution and Society or CMB 411 Human Genetics</td>
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<tr>
<td>FSHN 311 Inst Food Serv Mgmt or BUS 315 Mgt and Org Behavior</td>
<td>CHEM 161/L General Chemistry</td>
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<tr>
<td>FSHN 312 Quantity Foods and Inst. Purchasing</td>
<td>CHEM 162/L General Chemistry II</td>
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<tr>
<td>FSHN 322 Marketing Nutrition &amp; Food</td>
<td>CHEM 272 Organic Chemistry</td>
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<tr>
<td>FSHN 370 Nutrition Through the Lifespan</td>
<td>MBBE 375 Multidisciplinary Biochemistry</td>
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<tr>
<td>FSHN 381/L Experimental Foods</td>
<td>FSHN 440 Food Safety or MICR 130/140L General Microbiology</td>
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<tr>
<td>FSHN 389 Nutritional Assessment</td>
<td>PHYL 141/L Human Anatomy &amp; Physiology/L or PHYL 301/L Human Anatomy &amp; Physiology</td>
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<tr>
<td>FSHN 451 Community Nutrition &amp; Nutrition Education</td>
<td>PHYL 142/L Human Anatomy &amp; Physiology/L or PHYL 302/L Human Anatomy &amp; Physiology</td>
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<tr>
<td>FSHN 467 Medical Nutrition Therapy I</td>
<td>PHRM 203 General Pharmacology</td>
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<tr>
<td>FSHN 468 Medical Nutrition Therapy II</td>
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<tr>
<td>FSHN 469 Nutrition Counseling</td>
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<td>FSHN 480 Nutrition in Exercise &amp; Sports</td>
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<td>FSHN 485 Nutritional Biochemistry I</td>
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<tr>
<td>FSHN 486 Nutritional Biochemistry II</td>
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<td>FSHN 488 Obesity, Science, and Issues</td>
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<tr>
<td>FSHN 492 Field Experience</td>
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<tr>
<td>NREM 310 Statistics in Agricultural &amp; Human Resources</td>
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<tr>
<td>MATH 140 or higher Pre-Calculus</td>
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<tr>
<td>PSY 100 Survey of Psychology</td>
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<td>SOC 100 Introduction of Sociology</td>
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<tr>
<td>COM 151 Personal &amp;Public Speech or COMG 251 Principles of Effective Public Speaking</td>
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Useful WEB Sites for Students Entering into the University of Hawai’i

University of Hawai’i Home page http://www.hawaii.edu
All information for students covering how to apply, academic calendar, financial aid, catalog, transfer credit search, new database, on-campus activities, housing (dorms), parking, etc.
UH Mānoa General Catalog http://www.catalog.hawaii.edu/
UH Academic Calendar http://www.hawaii.edu/academics/calendar

My UH http://myuh.hawaii.edu
This web site allows for on-line registration of classes. A schedule of classes, as well as class availability, is also provided.

STAR http://www.star.hawaii.edu
STAR for students is the online degree tracking system for UH. You can view your degree requirements, search for scholarships, and view your transcripts through STAR.

College of Tropical Agriculture and Human Resources’ Home Page http://www.ctahr.hawaii.edu
Select “Academic and Student Affairs” will open all the programs up for students interested in all that CTAHR has to offer for Undergrad and Graduate Programs, financial aid/scholarship information, course requirements and information on who we are, Department, Faculty and Staff as well as publications and research projects.

College of Tropical Agriculture and Human Resources Academic Advisors https://ctahrady.youcanbook.me/
Use this website to make an appointment with our academic advisors. Advisors can assist you with developing a degree plan and making sure you’re taking the appropriate classes for graduation. Meeting with an academic advisor is mandatory every semester.

Department of Human Nutrition, Food & Animal Sciences (HNFAS) http://www.ctahr.hawaii.edu/hnfas/
This web site shows the different programs, courses and resources available within the HNFAS department.
UH Dietetic Student Handbook is located under “Degree Programs, Dietetics”. There is also a link to “Scholarships” that specifically targets dietetics students.

Food Science Human Nutrition (FSHN) Council https://sites.google.com/a/hawaii.edu/uhm-fshn-council/
The FSHN Council strives to nurture students' interest in dietetics, research, community wellness, food service and nutrition by providing the opportunity for students to network with other students, faculty, and professionals in food science, nutrition and other health-related fields. In addition to enhancing fellowship and facilitating communication, student members are exposed to career information, scholarship opportunities, and community service activities.

General Education – UH Core requirements and class listings:
http://www.catalog.hawaii.edu/corerequirements/index.html

Transfer of Credits, Admissions – http://www.hawaii.edu/transferdatabase/
This web site shows information on residency requirements and how your credits transfer into UH Mānoa.

Academy of Nutrition and Dietetics - http://www.eatright.org/
This site is the home site for 70,000 nutrition professionals, mostly Registered Dietitians. It provides information about the Academy of Nutrition and Dietetics, its journal, dietetic registration process, dietetics education, member benefits and professional resources such as the evidence-based library.

Hawai'i Dietetics Association - http://www.eatrighthawaii.org/
This site represents Hawai'i's largest organization for nutrition professionals. Current happenings and job opportunities are listed.
Student Academic Support Services

Access to student academic support services is important to ensure your success while a student at the University of Hawai‘i. Below is a listing of some of these services that can also be found in the University of Hawai‘i catalog (http://www.catalog.hawaii.edu/undergrad-ed/specialprograms.htm) along with appropriate contact information:

**First Year Programs** familiarize students with the array of resources, programs and faculty available at UH providing opportunities to develop personal relationships and enhancing active involvement in the educational process.

**International Student Services** provides assistance to international students who come from more than countries to study at UH. Students are advised and helped to adjust to the local and U.S. cultures.

**Kokua Program (Disability Access Services)** provides disability access services to students with documented physical and/or mental disabilities. Services include alternative media production, counseling, early registration, note-taking, sign language interpreting, technology access, testing accommodations and campus transportation.

**Learning Assistance Center** provides academic counseling and assists students in developing learning skills to increase academic success. Assessment, counseling and support services are also available for students with learning disabilities.

**Mānoa Advising Center** serves as a first point of contact for advising and appropriate referrals for incoming students.

**New Student Orientation Program** offers information sessions for first-time students and transfer students.

**Student Success Center** at Sinclair Library offers students a place to study and provides information and skills and a place for students to work with librarians, mentors, tutors and counselors to meet individual needs.

**Student Support Services** provides academic advising and planning, tutoring and mentoring to increase college retention, academic success and graduation rates.

**Writing Center** provide free services to equip students with appropriate writing skills so they can become better and more confident writers.

Do not hesitate to discuss your needs with your academic advisor who can help refer you to the appropriate resource. Together a “Plan of Action” can be determined and followed to ensure a better outcome. This plan would include measurable objectives, appropriate activities/actions to achieve the objectives and an assessment/evaluation component. An example might be:

**Objective:** Seek appropriate health and academic resources

**Action:** Referral to UH Student Health services, Writing Center and Kokua program for testing accommodations

**Assessment/evaluation:** Health improves and student has been getting excellent grades.
Dietetics Program Faculty

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