

# **DIETETICS OPTION**

# **STUDENT HANDBOOK**

**Department of Human Nutrition, Food and Animal Sciences**  
**College of Tropical Agriculture and Human Resources**  
**University of Hawai`i at Manoa, Honolulu, Hawai`i**

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**Revised 06.01.2012**

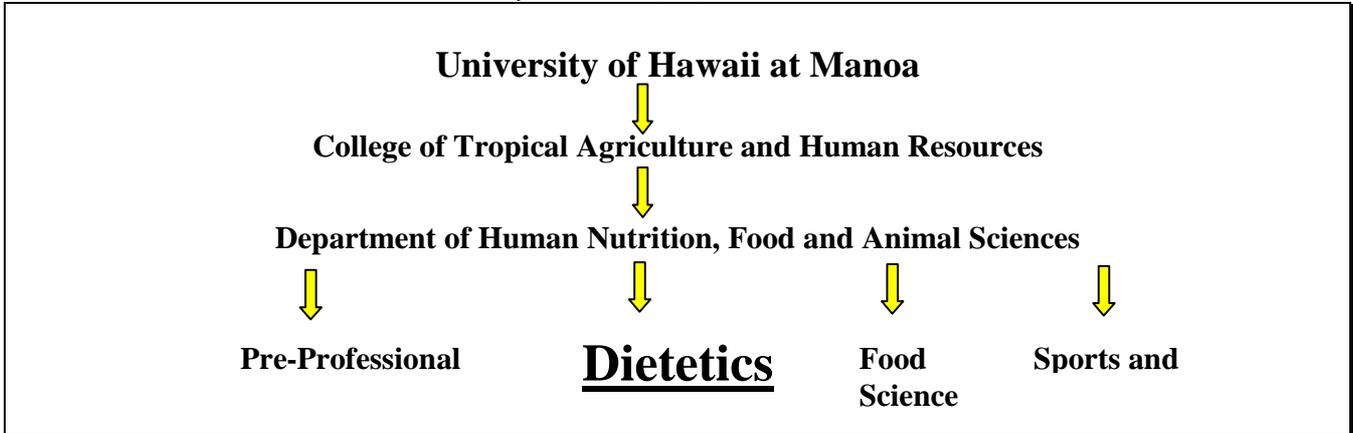
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## Welcome

Welcome to the Dietetics Program in the Department of Human Nutrition, Food and Animal Sciences - the only dietetics program offered within the State of Hawaii. It is our wish that you find personal and professional growth and rewards as a dietetics student at the University of Hawaii (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. There are many specialized areas in this field.

### Specialized Areas in Dietetics: 2010-2011 Dietetic Practice Groups: (See <http://www.eatright.org>)

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

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.

*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 program director.*

## **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.

## **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 Hawaii-Manoa 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.

## **Mission of the University of Hawaii (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.

## 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 Hawaii doing community service

## 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

### **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.

## 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 supportative, 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.”

## 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 Hawaii's RDs became law in year 2000. The licensure law is a "title protection" law. The Hawaii Dietetic Association (HDA) continues to work with the Hawaii State Department of Health to implement an active licensure program. The statute and administrative rules are available on the HDA website:

<http://www.eatrighthawaii.org>

## 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.

## University of Hawaii 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.**

## Admission into the University of Hawaii Dietetics Program

Undergraduate students interested in dietetics may apply either as freshmen, as upperclassmen, or as transfer students at any time of the year once admission requirements are met. Students must have a minimum GPA of 2.8. They must also have completed the following courses: MATH 140, CHEM 161/L, CHEM 162/L, PHYL 141/L, PHYL 142/L, and FSHN 185. FSHN 185 must be completed with a grade of "B" (not B-) or better and all other courses with a grade of "C" (not C-) or higher. Also note, to enroll into the Human Nutrition, Foods and Animal Sciences department, all pre-requisite courses must be passed with a grade C (not C-) or higher. **All course requirements are as stated in the Dietetics Option Student Handbook at the time you are accepted into the UH dietetics program.**

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.

**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 and Records office to see how your courses transfer to UH. <http://www.hawaii.edu/odstc/>

Foreign students must have their transcripts evaluated from an outside credentialed agency. Check with the program director for an updated list of agencies that will provide this service.

### 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 Hawaii 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> 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.

## **Costs and Financial Assistance**

A full time student resident for academic year 2012-2013 pays approximately \$4500/semester tuition with an additional \$500 for books. A full time non-resident student pays approximately \$12,000/semester tuition with the same \$500 book cost. 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 Hawaii Dietetic Association conference, about \$30 in malpractice insurance and gas for the senior FSHN 492 Field Experience class and food class lab fees.

The University offers some financial assistance. Nutrition 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 website: <http://www.ctahr.hawaii.edu/hnfas/> The Scholarship link is listed on the left side of the home page.

## 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 Manoa General Catalog** <http://www.catalog.hawaii.edu/>

**UH Academic Calendar** <http://www.hawaii.edu/academics/calendar>

**My UH** <http://www.hawaii.edu/myuh/manoa>

This web site allows for on-line registration of classes. A schedule of classes, as well as class availability, is also provided.

**Star site** where you can access your transcripts. <http://www.star.hawaii.edu:10012/studentinterface/login.jsp>

**College of Tropical Agriculture and Human Resources' Home Page** <http://www.ctahr.hawaii.edu/site>

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.

**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** <http://www2.hawaii.edu/~fshnnews/>

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.hawaii.edu/gened/>

**Transfer of Credits, Admissions & Records** – <http://www.hawaii.edu/odstc/>

This web site shows information on residency requirements and how your credits transfer into UH Manoa. Also you can view the UH catalog at this site.

**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.

**Exhibit A**  
**DIETETIC MAJOR**  
**Course of Study 2012-2013**

FALL

SPRING

**First Year**

BIOL 171			FSHN 185 <sup>1</sup>	Science of Hum Nutr.	3
BIOL 171L (W)	Intro to Biology/ Lab	4	FSHN 181-181L****	Chem Nature of Food	4
<i>Global &amp; Multicultural Perspective Core</i> ☒		3			
CHEM 161-161L <sup>1**</sup>	General Chemistry 1	4	CHEM 162-162L <sup>1</sup>	General Chemistry II	4
ENG 100 <sup>1</sup>	Composition I	<u>3</u>	<i>Symbolic Reasoning Core</i> ☒ (Math 140 or higher)		<u>3</u>
	Total	14	Total	14	
Total Credit Hours <u>28</u>					

**Second Year**

			FSHN 370	Nutr. Through Life Span☒	3
PHYL 141-141L***	Human Anat & Physiol	4	PHYL 142-142L <sup>2***</sup>	Human Anat.& Physiol.	4
<i>Arts, Humanity &amp; Literature Core</i> ☒ <i>ComG 151 or 251</i>		3			
CHEM 272*	Organic Chemistry I	3	MBBE 375*****	Multidisciplinary Biochemistry	3
<i>Global &amp; Multicultural Perspective Core</i> ☒		3	NREM 310	Stats in Ag & Hum Resources	<u>3</u>
PSY 100	Intro to Psychology	<u>3</u>		Total	13
	Total	16			
Total Credit Hours <u>57</u>					

**Third Year**

FSHN 381(W)	Experimental Foods	4			
FSHN 485	Nutritional Biochemistry	3	FSHN 486	Nutritional Biochemistry II	3
FSHN 312-312L	Quantity Food & Inst. Purch	4	SOC 100	Intro to Sociology	3
BIOL 340 (E) * or	Genetics, Evolution and Soc or	3		CMB 411	
Human Genetics	PHRM 203 <sup>2</sup>	3	General Pharmacology		3
FSHN 440*****	Food Safety	<u>3</u>	FSHN 389 (W)	Nutritional Assessment	3
			BUS 315 or	Mgt. & Org. Behavior	<u>3</u>
			FSHN 311	Restaurant , Club Mgmt	
	Total	17	Total	Total	15
Total Credit Hours <u>89</u>					

**Fourth Year**

FSHN 467	Medical Nutr. Therapy I	3	FSHN 468	Medical Nutr. Therapy II	3
FSHN 469 (O)	Nutr. Counseling Skills	2	FSHN 492 (W)	Field Practicum	4
FSHN 451	Community Nutrition	3	FSHN 480	Nutrition, Exercise & Sports	3
FSHN 322	Marketing Food and Nutrition	3	HI, Asian & Pacific Core		3
<i>Arts, Humanity &amp; Literature Core</i> ☒		3	FSHN 452	Concepts in Nutrition Ed.	<u>3</u>
FSHN 488	Obesity, Science and Issues	<u>2</u>			
	Total	16	Total	Total	16
Total Credit Hours <u>121</u>					

**Total Credit Hours Required for Graduation: 120-121**

☒ Core requirements on p.8 or go to Website <http://www.hawaii.edu/gened> 2<sup>nd</sup> degree students need no CORE except *Hi, Asian and Pacific Issues*

Students interested in working with diverse cultural groups or international work are encouraged to take the language series.

W = Writing Intensive Course (5 courses are required. 2 courses must be 300 level or above. Second Degree Students need only 2 Writing Intensive courses.) O = Oral Communication Core. E = Ethical Issues Core.

\* If BIOL 340 (E) is not taken, then another Ethical Issues course must be taken.

\*\* Placement exam is necessary before entrance into class. A strong math base is helpful.

\*\*\* PHYL 301-301L can be substituted. PHYL 302-302L prerequisite is PHYL 301-301L. PHYL 141/142 is ZOOL 141/142 at Community Colleges.

\*\*\*\* Basic food science courses offered at Community Colleges may be equivalent to FSHN 181-181L. Check with your advisor.

FSHN 181-181L is offered at UH Manoa summer session 2010. At KCC, FSHN 185 is FSHE 185

\*\*\*\*\* Can substitute Micro 130/140 but make sure you have 60 credits or more of upper credit courses needed for graduation.

\*\*\*\*\* Can substitute MBBE 402 if pre requisites are met: Chem 272 , 273 and Bio 275/Lab

1 Offered at Honolulu (HCC), Kapiolani (KCC), Leeward (LCC) or Windward (WCC) Community Colleges.

2 Offered online by Maui Community College or at KCC or LCC in various semesters.

**Exhibit B**  
**PREREQUISITES AND SEMESTER OFFERING OF COURSES**  
**FOR THE DIETETICS OPTION 2012-2013**

**I. Required FSHN Core Courses**

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>	<u>Semester Offered</u>	<u>Prerequisites</u>
FSHN 181-181L	Chemical Nature of Food	3, 1		
FSHN 185	The Science of Human Nutrition	3		
FSHN 311	Restaurant & Club Mgmt.	3	S	FSHN 181
FSHN 312	Quantity Foods and Inst. Purchasing	4	F	FSHN 181
FSHN 370	Nutrition Throughout the Lifespan	3	S	PHYL 142-142L (corequisite), grade C in Chem 161/L & grade B in FSHN 185
FSHN 381 (W)	Experimental Foods	3, 1	F	Chem 272, FSHN 181/L
FSHN 389 (W)	Nutritional Assessment	3		FSHN 185, FSHN 370 (corequisite)
FSHN 451 (W)	Community Nutrition	3	F	FSHN 370, NREM 310, Senior standing in dietetics
FSHN 452 (W)	Concepts in Nutrition Education	3	S	FSHN 451
FSHN 467	Medical Nutrition Therapy I	3	F	FSHN 486
FSHN 468 (W)	Medical Nutrition Therapy II	3	S	FSHN 467
FSHN 469 (O)	Nutrition Counseling	2		FSHN 467 or concurrent
FSHN 485	Nutritional Biochemistry I	3	F	MBBE 402 or MBBE 375 and PHYL 142, 142L
FSHN 486	Nutritional Biochemistry II	3	S	FSHN 485
FSHN 492 (W)	Field Practicum	4		Senior standing in dietetics

**II. Required UH Supporting Courses for Dietetics**

<u>Course No.</u>	<u>Title</u>	<u>Credits</u>	<u>Only Semester Offered</u>	<u>Prerequisites</u>
BIOL 171- 171L	Introduction to Biology I	3, 1	F	
BIOL 340 (E) or CMB 411	Genetics, Evolution and Society Human Genetics	3	F	BIOL 171-171L
BUS 315 or FSHN 311	Mgt. & Org. Behavior Restaurant and Club Mgmt.	3	S	NREM 310 FSHN 181
CHEM 161-161L	General Chemistry I & Lab	3, 1		
CHEM 162-162L	General Chemistry II & Lab	3, 1		CHEM 161
CHEM 272	Organic Chemistry	3		CHEM 162
ComG 151 or ComG 251	Personal and Public Speech Principles of Eff. Public Speaking	3		
FSHN 312-312L	Quantity Food Production	3	F	FSHN 181-181L
FSHN 322	Marketing Nutrition and Food	3	F	FSHN 185, FSHN 181-181L, FSHN 312-312 L
FSHN 440	Food Safety	3	F	FSHN 181-181L, BIOL 171-171L
FSHN 480	Nutrition in Exercise and Sports	3	S	FSHN 185, PHYL 142/L
MBBE 375	Multidisciplinary Biochemistry	3	S	CHEM 162; BIO CHEM 241 or consent
NREM 310	Stats in Ag. & Human Resources	3		
PHARM 203	General Pharmacology	3		PHYL 142, 142L
(Offered at UH Community Colleges or online at Maui CC)				
PHYL 141-141L or PHYL 301-301L	Human Anatomy & Physiology	3, 1	F	
PHYL 142-142L or PHYL 302-302L	Human Anatomy & Physiology	3, 1	S	PHYL 141, 141L PHYL 301-301L
PSY 100	Introduction to Psychology	3		
SOC 100	Introduction to Sociology	3		

## Exhibit C

### Approved UHM Foundations Courses – UHM Core Requirements

*A complete course list is available online at [www.hawaii.edu/gened](http://www.hawaii.edu/gened)*

#### Written Communication (FW) (3 credits)

- English 100
- English 100A
- English 190
- English Language Institute 100

#### Symbolic Reasoning (FS) (3 credits)

- Math 140
- Math 161
- Math 203
- Math 215
- Math 241
- BUS 250

Note: "A" courses are offered by the selected Studies/Honors Program

#### Global & Multicultural Perspectives (FG) (2 courses, 6 credits)

Students must take two courses, each from a different group.

<u>Group A (early)</u>	<u>Group B (modern)</u>	<u>Group C (early to modern)</u>
Anthropology 151	American Studies 150	Geography 151
	Anthropology 152	Languages, Linguistics and Literature 150
	Anthropology 152A	
Art 175	Art 176	Music 107
	FSHN 141	
History 151	Geography 102	Religion 150
History 161A	Haw 100	
WS 175	History 152	
	History 155	
	History 162A	
	Ling 105	
	TIM 102	
	TIM 102A	
	WS 176	

IMPORTANT message for students: **Diversification courses must come from different departments than the courses used to satisfy the Foundations Global & Multicultural Perspectives requirement.** For example, a student who takes ANTH 151 and ART 176 for his/her FG requirement, cannot use Anthropology or Art courses to satisfy his/her Diversification requirement.

## Exhibit C

### GENERAL EDUCATION: APPROVED COURSES

A complete course list is available online at [www.hawaii.edu/gened](http://www.hawaii.edu/gened)

#### Dietetic Programs Required Courses

<b>Diversification (19 credits)</b>	
Arts (DA), Humanities (DH), & Literatures (DL): 6 credits From two areas	ComG 151 or ComG251 (DA) HWST 107 (Recommended, also an H Focus “double dip”)
Biological Sciences (DB), Physical Sciences (DP), Sciences Laboratory (DY): 7 credits	The required science courses in the dietetics curriculum will cover this requirement.
Social Sciences (DS): 6 credits from two departments	Soc 100 and Psy 100 (Both are DS)

### UHM Graduation Requirements

<b>Focus (course requirement)</b>	
Requirement	
Contemporary Ethical Issues (E): one course	BIOL 340 (Recommended, also an E Focus “double dip”)
Hawaiian, Asian, & Pacific Issues (H): one course	HWST 107 (Recommended, also a DH, a “double dip”)
Oral Communication (O): one course	FSHN 469
Writing Intensive (W): five courses	BIOL 171 Lab, FSHN 381, FSHN 389, FSHN 468, FSHN 492

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

### Taking Courses at University of Hawaii’s Community Colleges

Many University of Hawaii’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 Manoa.

Go to [www.hawaii.edu/myuh/manoa](http://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.

## Dietetic Internships

The most common route to becoming a registered dietitian (RD) is completing a 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 ([www.eatright.org](http://www.eatright.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.

### 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. 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 2010-2012 averaged 50% versus Hawaii which was 75%, 63% and 55% respectively.

Currently, Hawaii does not have an instate dietetics internship program so you must be prepared to be nationally competitive. Applying for an internship requires a lot of preparation time.

The AND website, [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. [www.dieteticintern.com/distance/index.htm](http://www.dieteticintern.com/distance/index.htm). 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 ([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!

## **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:

<http://www2.hawaii.edu/~fshnnews/>

## Student Academic Support Services

Access to student academic support services is important to ensure your success while a student at the University of Hawaii. Below is a listing of some of these services that can also be found in the University of Hawaii catalog 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.

**Manoa 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.

## **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 4 1/2-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](http://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: <http://www.ets.org/gre>**

## **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. Hawaii has several test sites. Contact AND's Accreditation Council for Education in Nutrition and Dietetics (ACEND), 800/877-1600, extension 5500 for further information.

## **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> 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 \$40 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.dnndigital.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 <http://www.dnndigital.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.

## DIETETICS PROGRAM FACULTY

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### **Rachel Novotny, Ph.D., R.D.**

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