

**2010-
2011**

Missouri State University

Dietetics Program



STUDENT HANDBOOK

Please refer to this booklet for current information regarding the dietetics program at Missouri State. This book is updated each fall and available online and from the program director. In addition, it is provided to students in BMS 305 Introduction to Dietetics.

Fall, 2010

To our Missouri State University Dietetics Students:

Welcome! As a recipient of this handbook, you have chosen the field of dietetics to be your undergraduate major course of study at Missouri State. We are glad you have chosen us to help you prepare for your future career and look forward to helping you over the next few years.

Please refer to this handbook regularly and utilize this handbook to answer any questions you might initially have. It contains procedures for applying to the program and many other things. Read through this carefully and then contact us if you have any questions. The portfolio document contains more information about applying to internships, etc., and is available on the Blackboard DAV website.

The public interest in nutrition and wellness continues to grow rapidly and more consumers need guidance in applying basic nutrition principles to their lives. The registered dietitian (RD) is the "nutritional professional" and uniquely qualified to distinguish between nutrition facts and fallacies. The "RD" credential is recognized by the medical profession and the public as a credible source of nutrition information.

As experts in nutrition and food related services, RD's offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from hospitals to wellness programs to corporate foodservice and food technology operations. We are excited to help you prepare for this fascinating career field!

Feel free to contact any of our faculty members regarding any questions you might have.

Very truly yours,

Carmen Boyd, MS, LPC, RD/LD
Dietetic Program Director

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INTRODUCTION

The Dietetics Program at Missouri State was accredited by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 following the site visit November 14 – 16, 2004. The next review and site visit is set for 2014 . ADA may be contacted by phone at 800/877-1600. Questions regarding dietetics education may be e-mailed to education@eatright.org. Additional information is located on the ADA website at <http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/index.html>. The procedure for complaints against a program may be found at http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/home_961_ENU_HTML.htm.

THE REGISTERED DIETITIAN

According to the ADA web site, in order to become a registered dietitian one must do the following:

- Enroll in a university that offers a Coordinated Program (CP) in dietetics granting a bachelor's degree. A CP combines classroom and at least 900 hours of supervised practical experience and is accredited by CADE.
- CP graduates are eligible to take the Registration Examination for Dietitians to become credentialed as RDs, registered dietitians.

Or:

- Enroll in a university that offers a Didactic Program in Dietetics (DPD) granting a bachelor's degree. A DPD provides only the classroom courses and is accredited or approved by CADE.
- After you receive your bachelor's degree, you will then need to apply for and complete a CADE-accredited Dietetic Internship Program (DI). The DI provides at least 900 hours of supervised practical experience.
- DI graduates are eligible to take the Registration Examination for Dietitians to become credentialed as RDs, registered dietitians.

Additional certifications in specialized areas of practice, such as pediatrics, weight management, renal nutrition, nutrition support, and diabetes education are available for RD's. These certifications are awarded through CDR, the credentialing agency for ADA, and/or other medical and nutrition organizations recognized within the profession, but are not required.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Often these state requirements are met through the same education and training required to become an RD. Licensure for dietitians in Missouri is required as of August, 2004. Information for Missouri licensure of dietitians may be viewed at <http://www.eatrightmissouri.org/>. Once registered, dietitians have a wide range of career options available to them.

EMPLOYMENT OPPORTUNITIES FOR RD'S & OTHER NUTRITION PROFESSIONALS

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, public health, education, research, and private practice. Examples of employment opportunities include: Clinical nutritionist as part of a hospital or other health care team, Food Service Systems Manager, Sports Nutrition or Wellness Program Coordinator, Food and Nutrition Consumer Affairs Spokesperson, Community or Public Health Nutritionist, Nutrition Research Coordinator, Food and Nutrition Program Development, Food Science and Technology, culinary arts and many more!

Some students will choose a dietetics major to prepare them for other health related occupations such as physical therapy and physician assistant. The strong science base provided is excellent preparation for these post-graduate programs and offers students the ability to put their nutrition knowledge to work in other fields.

Please visit the ADA web site at www.eatright.org for further information on careers in dietetics.

INTRODUCTION TO THE MISSOURI STATE DIDACTIC PROGRAM IN DIETETICS

The Missouri State Didactic Program in Dietetics (DPD) provides the academic curriculum that meets standards for dietetics education as required by the Commission for Accreditation of Dietetics Education (CADE). Upon successful completion of the DPD curriculum, a student is eligible to apply for an internship that is accredited by CADE. Graduates of a Didactic Program in Dietetics must complete a minimum of 1200 hours of supervised practice to be eligible to sit for the national Registration Examination for dietitians. For a list of those programs, visit the American Dietetic Association website at www.eatright.org.

Students must consider the highly competitive scenario in acquiring acceptance into a dietetic internship program. Successful completion of the Didactic Program in Dietetics is necessary for acceptance into a supervised practice/internship. Students are encouraged to maintain a GPA of at least a 3.0 and to seek dietetics related work and volunteer experiences prior to application. While a Master's Degree is not required at this time, students are also encouraged to seek graduate degrees in their area of choice. Many students pursue graduate degrees in Nutrition, Public Health, Food Science, Business Administration and other related areas. Students who graduate from our program and receive a verification statement are also eligible to sit for the Dietetic Technician, Registered (DTR) Exam. Please see www.cdnet.org/certifications/rddtr/dtrindex.htm for more information on this option.

OBTAINING AN INTERNSHIP

Students are encouraged to explore internship possibilities early in their studies in BMS 305 Introduction to Dietetics and continue this exploration throughout their coursework. In the senior year, students choose the internships to which they will apply. The fall semester prior to graduation, students will take BMS 439 Senior Seminar. In this course, preparation is made to apply to internships, post graduate professional programs or graduate school. The importance of work experience, GPA, volunteer experience, and references cannot be stressed enough in the application process for internships. Each year, the Applicant Guide to Supervised Practice is purchased and made available to dietetics majors with copies in the dietetics suite and available on the computer in the Dietetics Computer Lab and also online at the BMSDAV web site. Utilization of this resource, and others, are key to applying to internships that are a good fit for each student. Other resources, such as *All Access Internships* are also encouraged and utilized by many students.

During BMS 539 students receive information on the application process for dietetic internships. Most programs are now using Dietetic Internship Central Application Service (DICAS) Online for the internship application process. In addition, students register with D & D Digital in order to participate in the computer matching process. This process is used to match internships top choices with the student's top choices. The student must rank the internships in order of preference and will obtain a rating card from the program director or D&D Digital. There is a \$50 fee for the matching process. Postmark dates are in February and September and notification is made in April and November, respectively. Students will receive their match by email on the date of the match. If the student is matched with an internship, the student must contact the internship director within two days to accept the position. If the student is not matched, the student can go to the D & D Digital website two days after the matching date to view a list of internships that still have space available. Students who are not matched are also encouraged to seek the assistance of the program director immediately. Please visit D&D Digital's web site at <http://www.dnddigital.com/ada/index.html> and the DICAS Online site at www.eatright.org/CADE/content.aspx for more information.

INTERNSHIP AND PASS RATE DISCLOSURE

There are 580 active U.S. Based accredited/approved programs as of February 15, 2009, according to CADE. They are as follows:

Didactic Programs	224
Coordinated Programs	55
Dietetic Internships	246
Dietetic Technician Programs	55
U.S. Programs Applying for Candidacy	7
International Coordinated Program	2

An analysis of data on dietetics programs throughout the United States from January 2007 through October 2008 showed that 3,795 individuals applied for 2520 internship positions, a shortage of 1275 sites or 33%. It cannot be more strongly stressed that completion of your degree does NOT guarantee you acceptance into an internship program. Following are the internship acceptance rates for from the Missouri State University Program for the past two years:

When	Received Internship	Applied, did not receive at that time	Applied and received internship next match
Academic Year 2007-2008	12	7	2
Academic Year 2008-2009	20	6	2
Fall 2010	2	1	TBA
Academic Year 2010-2011			To be determined

In their March, 2009 newsletter, CADE reports the following for pass rate information for dietetics programs across the nation:

“Despite the fact that the average national pass rate for first time candidates on the registration examination for dietitians has remained relatively stable at approximately 80% over the past five years, data for individual programs suggest that some programs are outperforming others. When each program is ranked by its average student performance based on type, 33% of DI, 38% of CP, and 42% of DPD programs fell below the 80% first-time pass rate. Similarly, the average national pass rate for first-time candidates on the registration examination for dietetic technicians over the past five years has averaged around 66%, whereas 65% of DT programs fell below the 80% pass rate.”

If a student graduates from the Missouri State Dietetics Program, they must go on into an internship to be eligible to sit for the national registration exam, commonly called the RD exam. In the year 2008, 2,257 applicants took the exam with a first time pass rate of 82%, fail rate of 18%. A total of 2,921 applicants took the exam including those retaking it for up to three times with a pass rate of 72%, fail rate of 28%. It should be noted that the fail rate increases with the number of times the exam is taken.

Following is the information for Missouri State Dietetics Program’s pass rate for the 2008 year:

<i>First Time Candidates for the Year 2008</i>	
First Time Candidates Taking Exam Jan – June 2008	3
First Time Candidates Taking Exam Jan – June 2008 - PASSED	3
First Time Candidates Taking Exam Jan – June 2008 – Failed	0
First Time Candidates Taking Exam July – December 2008	11
First Time Candidates Taking Exam Jan – June 2008 - PASSED	11
First Time Candidates Taking Exam Jan – June 2008 – Failed	0

Pass Rate for First Time Candidates	100%
<i>Rewrite Candidates (note: This is the same student)</i>	
Rewrite Candidates Taking Exam Jan – June 2008	2
Rewrite Candidates Taking Exam Jan – June 2008 – PASSED	0
Rewrite Candidates Taking Exam July – December 2008	1
Rewrite Candidates Taking Exam July – December 2008– PASSED	1
Rewrite Candidates Taking Exam July – December 2008– FAILED	0

The pass rate for first time candidates for candidates taking the RD exam from January 2009 through July 2010 is 100%.

MISSION OF THE MISSOURI STATE DIDACTIC PROGRAM IN DIETETICS

The mission of the DPD program is *to prepare educated persons for a broad range of dietetics and nutrition related careers.*

PROGRAM GOALS

The goals of the Missouri State Didactic Program are:

Goal 1: To provide a scientific foundation for expertise in the translation of food, nutrition, and medical science while promoting health and nutritional well-being.

Goal 2: To promote self-evaluation, lifelong learning, and ethical practice.

Goal 3: To provide a foundation of nutrition knowledge for application in other fields.

DPD OUTCOME MEASURES

To this end, the dietetics programs seek to achieve the following measurable goals:

Goal 1:

1. Program graduates and verification statement recipients will achieve, over a 5 year period, a first time pass rate of at least 80% on the RD exam.
 - a. Five year summary report from CADE 2004 through 2008 indicates a 92% first time pass rate on the RD exam with 66 taking and 61 passing first time.
2. 80% of students who file a degree program declaring Dietetics as their major will successfully complete the program and receive verification statements.
 - a. Because of our program admission requirements, students almost always complete the program. From 2004 – Summer 2009 (n=117) all students who graduated did receive verification statements. One was admitted into the program and did not graduate, but she did receive a verification statement, as she was eligible because of a previous related degree. Another student with a previous degree who received a verification statement never planned to graduate officially and did not.
3. Within 12 months of completing the program, at least 75% of program graduates and verification statement recipients will be accepted into a supervised practice program, obtained employment related to their major, or be enrolled in a post-graduate educational program.
 - a. Data collected includes current information on 115 of the 117 graduates 2004 – Summer 2009. Only 8 of 115 were not in a supervised practice program, dietetics/nutrition related employment or post-graduate educational program within

one year of graduation. Outcome was met at 93%. We have two students whose whereabouts are unknown.

4. Following successful completion of a supervised practice program, program graduates and verification statement recipients will rate an average of “2” or higher, using a scale of 1 to 3 (1= more than adequate, 2 = adequate, 3 = inadequate) on each Foundation, Knowledge, & Skills section on an on-line survey. The survey will assess the student’s perceived academic preparedness for the supervised practice program.
 - a. Data available from 27 recent graduates indicates an average of 1.7 ranking preparedness in all FKS topics for their supervised practice program.
5. Employers of program graduates and verification statement recipients will rate an average of “2” or higher overall, using a scale of 1 to 3 (1= more than adequate, 2 = adequate, 3 = inadequate), on an employer satisfaction on-line survey of alumni.
 - a. The data available is from 14 employers on 18 graduates, and there are no 3 rankings, with an average ranking of 1.5 on employer satisfaction.
6. Students with degrees in a closely related field who complete requirements for a verification statement will rate an average of “2”, using a scale of 1 to 3 (1= more than adequate, 2 = adequate, 3 = inadequate), on each Foundation, Knowledge, & Skills topic area evaluated during an exit interview.
 - a. These students rated greater than an average of 2 in an exit interview preparedness in each FKS topic area. There were no rankings of 3 on any FKS topic area.
7. Students will rate an average of “2”, using a scale of 1 to 3 (1= more than adequate, 2 = adequate, 3 = inadequate), on each Foundation, Knowledge, & Skills topic area evaluated during an exit interview conducted the semester they graduate from the program.
 - a. Graduates report an average of 1.4 in preparedness on each FKS topic.

Goal 2:

1. Students will complete at least 90% of the self-evaluation components offered in dietetics courses and will also complete an online mock RD exam once per year which shows at least a 5 point improvement in scores annually.
 - a. This goal is being met as these are part of required points in each class. Data collection is in progress.
2. 75% of responding program graduates and verification statement recipients will report on an annual survey that they have participated in continuing education activities.
 - a. Surveys from 27 recent graduates indicate that 25 participated in continuing education activities in the past year.
3. Alumni will rate an average of “2” or higher on a 1 to 3 scale on survey questions relating to ethical practice completed by program graduates and verification statement recipients, internship directors, and employers.
 - a. Those surveyed (n=71 responses) indicate preparation was adequate, with only 2 responses of inadequate and 1 response of more than adequate.

Goal 3:

1. 75% of nutrition minors will indicate that they plan to use nutrition knowledge in their chosen field upon completion of BMS 333.
 - a. 16 of 18 graduates with a minor in nutrition indicated they planned to use their nutrition knowledge in their chosen field, for a total of 89%. We do not collect this information in BMS 333 at this time.
2. 90% of Missouri State graduates with nutrition minors will have an average GPA of 2.5 in nutrition courses taken for the minor.
 - a. We have had 18 students in the past five years graduate with a minor in nutrition, with our first nutrition minor graduating in 2005. The average GPA of these graduates is 3.1 and 100% had a GPA of >2.5, so we are currently at 100% of our goal.

CURRICULUM

At Missouri State, the 125 hour curriculum leads to the Bachelor of Science degree in Dietetics and a minor in Biomedical Sciences. Students interested in pursuing a career in dietetics should contact the Academic Advisement Center in University Hall to **declare dietetics as a major** and the program director (PD) in PROF 400 for assignment of an academic advisor as soon as possible. The advisor will help plan an individual course schedule designed to meet the program requirements and taking into consideration ACT scores and high school preparation. *It is important to begin as soon as possible on the dietetics schedule as sequencing of courses is important. Do not wait until completion of all the requirements for admission to the degree program to declare the dietetics major.*

Admission to the Dietetics Program:

After students have completed a minimum of 45 hours, including completion of BMS 240: Introduction to Nutrition and BMS 308: Human Physiology with C's or better in both courses, completion of CHM 105 or CHM 160, 170 and 175, and with a cumulative GPA of 2.9 or higher, students are eligible to apply for formal admission to the Degree Program. Please note that in order to receive a verification statement, you must have a "C" or better in all courses required for the major.

Rationale for grade and sequence requirements:

Dietetics is a competitive field with need for a strong science base and at Missouri State, we have made this a curriculum priority. Skills are developed and built upon over the sequencing of the courses. Courses are sequenced to build on foundation knowledge and skills gained at the novice level and developed to a more advanced level. Sequencing is important and therefore, it is important for a student to seek regular advising to assure proper sequencing of courses and prerequisites.

REQUIREMENTS FOR ADA VERIFICATION STATEMENT UPON COMPLETION OF THE DIDACTIC PROGRAM IN DIETETICS (DPD)

Verification Statements:

Upon successful completion of the DPD, the program director will issue to the student a verification statement indicating that the student has completed all coursework requirements for a didactic degree in dietetics as dictated by the CADE accrediting body. Verification of transcripts requires up to four weeks post-graduation and students must complete the verification statement request form and submit to the Program Director in order for the verification statement to be issued to the student. A copy of this form is available on the BMSDAV website and is provided in BMS 439. Upon receipt of this form, students will receive their verification statement mailed to them or picked up in the Department within two weeks of the receipt of the form and AFTER transcript verification has been completed. Requirements for students graduating from this program to receive a verification statement are a cumulative GPA of 2.9 with a "C" grade or higher in all courses required for the major.

Copies of the verification statement with the original signature of the program director should be submitted along with applications to dietetic internships, to ADA as a part of the application to achieve active membership status, and may be requested by employers or graduate schools programs as applicable.

A Declaration of Intent form will be provided to students by the program director for those who apply for a dietetic internship prior to coursework officially being completed. This form substitutes for the verification form and lists coursework the student is in the process of completing to fulfill didactic

program requirements. A final verification statement will be awarded as previously described and must be submitted to the dietetic internship director.

Students with a prior degree seeking a verification statement:

Students with a bachelor's degree in a closely related field in which nutrition courses have been completed will provide the Program Director with an official transcript of all courses completed at another university to begin the transcript evaluation process. If official transcripts are already on file with Missouri State, this requirement will be considered to be met. Students are responsible for obtaining and/or providing any syllabi that might be required for further evaluation to accurately determine course content. A \$25 transcript evaluation fee will be charged to all students receiving a verification statement. Transcripts and syllabi will be evaluated on an individual basis by the Program Director to determine how the Foundation Knowledge, Skills and Competencies (FKSC) required by CADE for all didactic students are met. Courses or individualized work which is needed to meet the FKSC requirements will then be discussed with the student. A written agreement between the Biomedical Sciences Department, Missouri State Dietetics Program and the student regarding requirements for receiving the verification statement without obtaining a BS in Dietetics from Missouri State will be signed and kept on file and outlined in the student's advisement folder. A returning student may be asked to refresh skills or demonstrate competence at the level to which they are re-entering.

In order to receive a verification statement from Missouri State, students not seeking a second degree must:

- Complete a minimum of 18 hours of upper level dietetics courses at Missouri State to include BMS 532, BMS 536, and BMS 546.
- Must have completed a minimum of a 300 level anatomy and physiology course(s) within the past 5 years
- Cumulative GPA of 2.9 or above
- Must have a C or better in all courses required to meet FKSC requirements

Recency of education requirements:

It is the policy of the Missouri State Didactic Program in Dietetics that graduating students meet the most recent FKSC requirements set forth by the Commission on Accreditation for Dietetics Education (see CADE handbook). Therefore, generally, program courses not taken within the last five years or that have not met the most recent FKSC requirements must be retaken. Significant professional work experience or graduate work in a closely related field may be considered meeting requirements for some or part of courses.

International students with foreign degrees or foreign college credit:

An international student with a foreign degree or credit, who seeks either a verification statement from Missouri State or completion of a degree, will be interviewed by the program director as to experience and course content in their previous programs. CADE's "[Fact Sheet for Individuals with Foreign Degrees](#)" will be discussed with them. Based on the information from the report, discussion with the student, and evaluation of the course information, a determination will be made by the program director as to what courses must be taken in order to complete the degree or to receive the verification statement. In the case of verification statements, the minimum requirement of completion of courses as stated previously must be met.

SCHOLARSHIPS

The American Dietetic Association offers scholarships to encourage eligible students to enter the field of dietetics. Students enrolled in their junior year in a CADE-accredited or approved program may apply for an ADA scholarship. Scholarships are also available for students in dietetic internships, and graduate studies. Contact ADA's Education and Accreditation Team ([800/877-1600, ext. 5400](tel:8008771600) or education@eatright.org) for ADA scholarship information. Scholarships are also available through the Missouri Dietetic Association. Information is available on these scholarships at <http://www.eatrightmissouri.org/>. At Missouri State, contact Financial Aid at [417-836-5262](tel:4178365262) or [800-283-4243](tel:8002834243) for scholarships available.

ESTIMATED ANNUAL EXPENSES

A detailed explanation of required student fees for the 2007-2008 school year may be viewed at http://www.missouristate.edu/registrar/costs_fees.htm.

UNDERGRADUATE DEGREE REQUIREMENTS

Most students complete degree requirements within 4 to 5 academic years. If students elect to interrupt their academic program for more than one year and have been admitted into the dietetics program, they will be required to meet new degree requirements if a curriculum change occurs during their absence.

A listing of all dietetics courses, the semesters those courses are offered, and prerequisites for each course are included in this handbook. Students should utilize this when working on their academic plan with their advisor. Prerequisites listed for each course must be met. Concurrent enrollment in a course and its prerequisites may be allowed with discussion between the student and their academic advisor and permission of the instructor.

Students must be aware that some courses are only offered once a year and some that are offered twice a year, providing there is sufficient demand. Because of this, regular contact with your advisor and planning out one's full academic program with the student's academic advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

To graduate, students in dietetics must complete all coursework as set forth in their filed degree program. Following are the requirements as of Fall 2007 for the BS in Dietetics and for the Minor in Nutrition. Note that Dietetics majors cannot receive a minor in Nutrition.

PROGRAM REQUIREMENTS EFFECTIVE FOR DEGREE PROGRAMS FILED FALL 2009

I. General Education Requirements

All Missouri State Students must fulfill the General Education Requirements. Dietetics Program Requirements that may be used to fulfill general education requirements are shown in **bold type**.

A. BASIC REQUIRED COURSES (11 - 20 hours)

IDS 110 or UHC 110	Introduction to University Life	0 - 1 hour
CIS/CSC 101 or CSC 111	Computers for Learning	0 - 3 hours
COM 115	Public Speaking	3 hours
ENG 110	Writing I	3 hours

ENG 321	Writing II (Technical Writing)	3 hours
MTH 130 or higher	MTH 135 College Algebra or higher is required for Dietetics	3 hours
PED 100	Health and Well-Being	2 hours

B. AREAS OF INQUIRY:

1. Natural World. (Dietetics Majors Select *BMS 110 & CHM 105 or 160*)

BMS 110*	Concepts in the Biomedical Sciences	5 hours
CHM 105 or	Fundamentals of Chemistry or	5 hours
**CHM 160	General Chemistry	4 hours

**If a student has taken BIO 102 (or the transfer equivalent) and obtained a "C" or better, BMS 110 may be substituted upon completion of BMS 111. If a student has taken BIO 121 with a "C" or better (or the transfer equivalent), BMS 110 will be substituted.*

***If a student takes CHM 160, this meets General Education requirements but for dietetics MUST take CHM 170 and 175, no exceptions.*

2. Culture and Society

NOTE: Under the next 2 Areas of Inquiry (2. Culture & Society and 3. Self-Understanding), students must select 5 courses with at least 4 different course codes.

HUMANITIES PERSPECTIVE (Select one course)

AAS 100	Introduction to African American Studies	3 hours
ART 371	History of Western Art I	3 hours
ART 372	History of Western Art II	3 hours
ART 384	History of East Asian Art	3 hours
ENG 200	Cultural Heritage in Literature	3 hours
HST 101	Western Civilization I	3 hours
HST 102	Western Civilization II	3 hours
IDS 397	International Culture & Study Abroad	3 hours
LLT 121	Classical Mythology	3 hours
MUS 345	Music in Western Culture & Society I	3 hours
MUS 346	Music in Western Culture & Society II	3 hours
PHI 115	Ethics and Contemporary Issues (recommended, not required)	3 hours
REL 101	The Literature & World of Old Testament	3 hours
REL 102	The Literature & World of New Testament	3 hours
REL 131	Religion in America	3 hours

Social Sciences Perspective (Dietetics Majors are encouraged to select either ECO 155 or SOC 150 or AGR 100)

SOC 150	Introduction to Sociology <i>OR</i>	3 hours
AGR 100	Technology's Impact on Society (Food Security) <i>OR</i>	3 hours
ECO 155	Principles of Macroeconomics	3 hours

3. Self-Understanding

Social/Behavioral Perspective (Dietetics Majors Select PSY 121)

PSY 121	Introductory Psychology	3 hours
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Humanities Perspective (Select one course)

ART 200	Art in Context	3 hours
ENG 287	Life Stages in Literature	3 hours
ENG 380	Introduction to Women's Literature	3 hours
LLT 180	Self Understanding Through Language & Literature	3 hours
MUS 239	Introduction to World Music	3 hours
PHI 105	Critical Thinking (recommended, not required)	3 hours
PHI 110	Introduction to Philosophy	3 hours
REL 100	Introduction to Religion	3 hours
REL 210	Paths of World Religion	3 hours

Creativity & Vision Perspective (Select one course)

ART 209	Introduction to the Visual Arts	3 hours
DAN 180	Introduction to the Dance	3 hours
ENG 203	Creative Writing: Poetry	3 hours
ENG 205	Creative Writing: Non-fiction	3 hours
ENG 215	Creative Writing: The Short Story	3 hours
MUS 241	The Language of Music	3 hours
THE 101	Introduction to Theatre & Drama Arts	3 hours
THE 109	Performance Studies	3 hours

C. PUBLIC AFFAIRS

American Studies (6 hours)

HST 121	Survey of the History of the United States to 1877	3 hours
<i>or</i>		
HST 122	Survey of the History of the United States since 1877	3 hours

<i>and</i>		
PLS 101*	American Democracy & Citizenship	3 hours

Transfer students who had a course in American Government (PLS 101) that did not include a study of the Missouri constitution must complete PLS 103.

MAJOR REQUIREMENTS AND PREREQUISITES

Biomedical Science Courses

Course Number	Title	Hours	Prerequisites	Semester Offered
BMS 110	Concepts in the Biomedical Sciences	4 (3-2)	None	F,S
BMS 230	Human Genetics	3	BMS 110 or BIO 121 with a minimum grade of C.	F,S
BMS 240	Introduction to Nutrition	3	CHM 105 or CHM 160 (or concurrent enrollment)	F,S
BMS 305	Introduction to Nutrition and Dietetics	1 (0-2)	BMS 240 or concurrent enrollment	F,S
BMS 307	Human Anatomy	4 (3-2)	"C" grade or better in BMS 105 or BMS 110 or BIO 102 or BIO 121.	F,S
BMS 308	Human Physiology	4 (3-2)	"C" grade or better in BMS 307 or BIO 380 and "C: or better in CHM 105 or CHM 160	F,S
BMS 330	Food Selection & Preparation for Health	3 (2-2)	BMS 240 or concurrent enrollment	F,S
BMS 331	Food Science	4 (2-4)	BMS 240, BMS 330 and CHM 200 or 201	Spring only
BMS 332	Food and Culture	3	BMS 240 or permission of instructor	F, S
BMS 333	Nutrition throughout the Life Span	3	BMS 240	*Fall only
BMS 335	Nutritional Assessment	3	BMS 240	Fall only
BMS 338	Food Safety Certification	1 (0-2)	BIO 210	F, S
BMS 340	Nutrition Education & Communications	2 (1-2)	BMS 240 and BMS 330 or concurrent enrollment and PSY 121	Fall only
BMS 430	Sports Nutrition	3	BMS 240 and BMS 308 or 335	Fall only
BMS 532	Human Nutrition & Metabolism	3	BMS 240, BMS 308 and CHM 200 or 201 (or concurrent enrollment in CHM 200 or 201)	Spring only
BMS 536	Medical Nutrition Therapy I	4 (3-2)	BMS 335 and BMS 532 and CHM 352 (or concurrent enrollment and admission to the program)	Fall only
BMS 438	Administrative Dietetics	5 (3-4)	BMS 240 and BMS 330 and BIO 210 and ACC 109 and MGT 340.	Fall only
BMS 439	Senior Seminar in Dietetics	1	Dietetics major and admitted to degree program and 90 hours	Fall only

BMS 550	Nutrition Counseling	2 (1-2)	BMS 536 or concurrent enrollment	Fall only
BMS 445	Community Nutrition	3 (2-2)	BMS 335 and PLS 101. Recommended: BMS 333 and MGT 340.	Spring only
BMS 546	Medical Nutrition Therapy II	4 (3-2)	BMS 536	Spring only
BMS 595	Undergraduate Research in Dietetics	1 – 3	Prerequisite: completion of 90 hours of coursework, including BMS 335, BMS 532, and statistics; or permission of instructor.	F, S
Related Requirements (Courses from other departments)				
ACC 109	The Accounting Cycle	1	None	Intersession only
BIO 210	Elements of Microbiology	3 (2-2)	CHM 105 or CHM 160 and 4 credit hours of BIO courses (BMS 110 counts)	F, S
CHM 105 OR	Fundamentals of Chemistry	5 (4-2)	Eligibility for MTH 103 or higher	F, S
CHM 160 AND	General Chemistry I	4 (3-2)	Eligibility for MTH 130 or higher	F, S
CHM 170 AND	General Chemistry II	3	“C” grade or better in CHM 160 or permission	F, S
CHM 175	General Chemistry Lab	2 (0-4)	CHM 170 or concurrent enrollment	F,S
CHM 200 or CHM 201	Essentials of Organic Chemistry	5 (4-3)	“C” grade or better in CHM 105 or CHM 160	F,S
CHM 352	Introduction to Biochemistry	3	“C” grade or better in either CHM 200 or CHM 310. Recommended: BIO 121 or BMS 110.	F, S
CIS 101 <i>or</i> CSC 101	Computers for Learning (Identical courses)	2 (1-2)	None	F, S
COM 115	Fundamentals of Public Speaking	3	None	F,S
ENG 110	Writing I	3	Placement determined by diagnostic essay.	F,S
ENG 321	Technical Writing	3	ENG 110 or equivalent and 45 hours	F, S
MTH 135 (or higher or MTH 130)	College Algebra	3	“C” grade or better in MTH 102 or MTH 103, or an approved score on a departmental placement test	F,S
MGT 340	Organizational Behavior and Management	3	54 credit hours, including PSY 121	F,S
MTH 340 OR	Statistical Methods	3	MTH 135 or approved score on departmental placement test	F,S
MTH 545 OR	Applied Statistics	3	60 credit hours and either MTH 135 or MTH 138	F
PSY 200	Psychological Statistical	3	PSY 121; completion of	F, S

OR	Methods (Psych Minors should take this)		math general education requirements	
QBA 237 OR	Basic Business Statistics	3	CIS 101 or CSC 101 and MTH 135 or higher (excluding MTH 145)	F,S
SOC 302	Statistics for Social Research	3	30 college hours and completion of math requirement	F,S
PSY 121	Introductory Psychology	3	None	F,S

*These classes are listed in the catalog as Fall only or Spring only courses but currently are being taught regularly Fall and Spring semesters.

The following previously required courses are *recommended* electives:

- BMS 561 (4) Medical and Pathologic Physiology
- BMS 567 (4) Physiology of Exercise Metabolism
- MKT 350 (3) Principles of Marketing

Sample 4 Year Schedule

This sample schedule is provided as a courtesy and does not replace regular consultation with your advisor.

First Year (Fall Semester)	Hours	First Year (Spring Semester)	Hours
IDS 110: Intro to University Life	1	COM 115: Public Speaking	3
ENG 110: Writing I	3	ECO 155 or SOC 150 or AGR 100: Meets Culture & Society: Social Sciences Perspective Gen Ed.	3
PSY 121: Introductory Psychology Meets Self-Understanding: Social/Behavioral Gen Ed. (Required for Dietetics. Prerequisite for BMS 340)	3	BMS 110: Concepts in Biomedical Science	4
PED 100: Fitness for Living	2	MTH 135: College Algebra	3
CHM 105: Fundamentals of Chemistry OR *CHEM 160: General Chemistry	5 or 4	Social/Behavioral: Creativity & Vision General Education. Choose from ART 209, DAN 180, ENG 203, ENG 205, ENG 215, MUS 241, THE 101, THE 109	3
CIS/CSC 101: Computers for Learning	2	OR CHM 170: General Chemistry I I * & CHM 175: General Chemistry Lab*	3/2
Total	15-16	Total	16-18
*Chm 170 & 175 must be taken if the student has taken CHM 160. If CHM 170 & 175 are not needed, consult advisor for appropriate courses. CHM 160, 170, 175 courses are recommended.			
Second Year (Fall Semester)	Hours	Second Year (Spring Semester)	Hours

BMS 240: Introduction to Nutrition Prereq: CHM 105 or CHM 160 or Concurrent Enrollment in CHM 105 or CHM 160	3	BMS 305: Introduction to Dietetics Prereq: BMS 240 or concurrent enrollment (CE)	1
CHM 200 or CHM 201: Essentials of Organic Chemistry	4	BMS 307: Human Anatomy Prereq: C or better in BMS 110	4
BIO 210: Elementary Microbiology	3	BMS 332: Food and Culture Prereq: BMS 240 or Permission	3
HST 121 or 122: History of the US	3	BMS 330: Food Selection and Preparation for Health Prereq: BMS 240 or concurrent enrollment	3
Culture & Society: Humanities Gen Ed. Recommended, <i>not required</i> , PHI 115 Ethics and Contemporary Issues Or REL 131 Religion in America OR IDS 397 International Culture and Study Abroad	3	General Education Self-Understanding Humanities Perspective: Choose from ART 200, ENG 287, ENG 380, LLT 180, MUS 239, PHI 105, PHI 110, REL 100, REL 210	3
	16	<i>If Freshman Spring involved CHM 170/175, complete that semester here.</i>	3
Total	16	Total	14-17
Third Year (Fall Semester)	Hours	Third Year (Spring Semester)	Hours
BMS 335: Nutritional Assessment Prereq: BMS 240 or Permission	3	MTH 340 or MTH 545 or PSY 200 or QBA 237 or SOC 302 (Statistics)	3
BMS 333: Life Span Nutrition Prereq: BMS 240	3	BMS 331: Food Science (Spring only) Prereq: BMS 330, CHM 200, BMS 240	4
ACC 109 (Intersession)	1	ENG 321: Technical Writing (Meets Writing II Gen Ed Requirement)	3
BMS 308: Human Physiology Prereq: C or better in BMS 307 and CHM 105 or CHM 160	4	BMS 532: Human Nutrition and Metabolism. This is a prerequisite for BMS 536. Prereq: BMS 240, 308, CHM 200	3
MGT 340: Organizational Behavior and Management	3	CHM 352: Introduction to Biochemistry	3
BMS 340: Nutrition Education Prereq: BMS 240, BMS 330 or concurrent enrollment, and PSY 121	2		
Total	16	Total	16
Fourth Year (Fall Semester)	Hours	Fourth Year (Spring)	Hours
BMS 536: Medical Nutrition Therapy I (Fall Only) Prereq: BMS 335, BMS 532, CHM 352 or CE	4	BMS 230 Human Genetics	3
BMS 438: Administrative Dietetics (Fall Only) Prereq: BMS 240, 330, BIO 210, ACC 109 and MGT 340	5	BMS 445: Community Nutrition (Spring Only) Prereq: BMS 335 and PLS 101. Recommended: BMS 333 and MGT 340	3

BMS 439: Senior Seminar	1	BMS 546: Medical Nutrition Therapy II (Spring Only)	4
BMS-550: Nutrition Counseling Prereq: BMS 436 or CE	2	BMS 595: Undergraduate Research Rereq: Statistics course completed	1
PLS 101: American Democracy and Citizenship	3	BMS 430: Sports Nutrition Prereq: BMS 240 and BMS 308 or 335	3
		BMS 338 Food Safety Certification	1
Total	15	Total	15

MINORS

Minors for Dietetics Majors: Dietetics is a comprehensive major and students do not need a minor. However, a minor may be used to enhance preparation in a particular area of interest such as Psychology or Chemistry. Students automatically will meet requirements for the Biomedical Sciences minor through the requirements of the program. For a Chemistry minor, add 3 hours of Chemistry in the senior year. It is recommended that students obtaining a Chemistry minor take CHM 353: Introduction to Biochemistry Laboratory (2 hours) and one additional hour of Chemistry, probably CHM 300 Service Learning in Chemistry. The chemistry minor must include a minimum of 5 hours of Chemistry course work numbered 300 or above and must include CHM 160, 170 and 175. Other popular minor choices are exercise biology, business, management and marketing. Students should seek additional advisement in the department of their minor. Dietetics majors may not choose nutrition as a minor.

Nutrition minor (non dietetics majors only):

The Nutrition Minor offered can be obtained with a Bachelor of Arts or Bachelor of Science degree and has 6 hours of required courses:

- BMS 240 (3) Introduction to Nutrition
- BMS 333 (3) Nutrition throughout the Life Span

Then, students choose electives from the following to bring the total hours to at least 20 hours:

- BMS 300 (1) Service Learning (May be taken concurrently with BMS 240)
- BMS 330 (3) Food Selection and Preparation for Health
- BMS 331 (4) Food Science
- BMS 332 (3) Food and Culture
- BMS 335 (3) Nutritional Assessment
- BMS 340 (2) Nutrition Education and Communications
- BMS 430 (3) Sports Nutrition
- BMS 532 (3) Human Nutrition and Metabolism
- BMS 445 (3) Community Nutrition
- BMS 497 (1) Special Topics (No more than 3 hours of BMS 497 credit may be applied to the minor)

The following courses have been added to the dietetics curriculum and will be allowed to count towards the Nutrition Minor while awaiting formal approval. Contact Program Director Carmen Boyd for approval.

- BMS 338 Food Safety Certification (1 hour) F, S
- BMS 345 World Hunger (3 hours currently – will change to 2 in 2011-2012 academic year) F

BMS 397 Heart Healthy Cooking (*May be repeated for the four different topics*) F, S
 BMS 400 Malnutrition in Developing Countries (2 hours) (International Service Learning with travel to foreign country required) S

TRANSFER STUDENTS TO THE MISSOURI STATE DIDACTIC PROGRAM IN DIETETICS

Transfer students with an Associates Degree:

Students who plan to transfer to Missouri State and major in dietetics should contact a dietetics advisor as soon as possible to ensure that courses selected for their Associates Degree will meet the requirements of the program. It is especially important that prior to the junior year students complete BMS 240 Introduction to Nutrition or a nutrition course that requires chemistry as a prerequisite AND the equivalent to CHM 200 or CHM 201 Organic Chemistry. Coursework should also include psychology, basic computers, biology, chemistry, and microbiology. Accounting and statistics are also helpful to have completed. It is also helpful to have completed the English course called Technical Writing prior to entry into the program, but please check with the academic advisor to ensure it meets requirements. Failure to have BMS 240 or equivalent, and Organic Chemistry prior to entry into the program will generally result in graduation from the program taking a minimum of three years as prerequisites must be met and the progression must be followed. Transfer students who have had a course in American government (Missouri State's PLS 101) that did not include a study of the Missouri constitution must complete PLS 103.

For acceptance into the dietetics program students must have a cumulative GPA of 2.9 or above and have completed BMS 240, BMS 308, and CHM 105 or CHM 160, CHM 170 and CHM 175 with a C or better in each course. Note that Chemistry is a prerequisite for BMS 240, BMS 110 is a prerequisite for BMS 307, and BMS 307 is a prerequisite for BMS 308. If a student does not receive transfer credit for BMS 110 or BIO 121 through transferred science courses, BMS 111 must be taken to augment preparation for BMS 307 and 308. Please remember that courses numbered 300 or above are rarely met (and not in Biomedical Sciences) by community college hours. While general education requirements for the University will be met through the Associates Degree, requirements for dietetics that are general education classes at Missouri State may not be met and still required to be taken. Seek advisement as soon as possible. To obtain a verification statement necessary to apply for an internship after graduation, students must have C's and above in all courses required for the dietetics major.

The following schedules are based on the earlier identified fall only and spring only courses that are currently being offered fall and spring continuing to be offered both fall and spring. These schedules are offered as a courtesy and are not intended to replace one on one meetings with an advisor. Schedules are subject to revision.

Sample Schedule: Transfer students with an Associates Degree or General Education Block and required prerequisites, BMS 240 and Organic Chemistry:

Third Year (Fall Semester)	Hours	Third Year (Spring Semester)	Hours
BMS 307 Human Anatomy	4	MTH 340 or 545 or PSY 200 or QBA 237 or SOC 302 (Statistics)	3
BMS 330: Food Selection and Preparation for Health	3	BMS 335: Nutritional Assessment	3
BMS 333: Life Span Nutrition	3	MGT 340: Organizational Behavior & Mgt	3
BMS 332: Food and Culture	3	BMS 308: Human Physiology	4
ENG 321 Technical Writing	3	BMS 340: Nutrition Education	2
BMS 305: Introduction to Dietetics	1		
ACC 109 (Intersession)	1		

Total	18	Total	15
Fourth Year (Fall Semester)	Hours	Fourth Year (Spring Semester)	Hours
BMS 5436: Medical Nutrition Therapy I (Fall Only)	4	BMS 331: Food Science (Spring Only)	4
BMS 438: Administrative Dietetics (Fall Only)	5	BMS 445: Community Nutrition (Spring Only)	3
BMS 439: Senior Seminar (Fall Only)	1	BMS 546: Medical Nutrition Therapy II (Spring Only) Prerequisite BMS 436!	4
BMS-550: Nutrition Counseling (Fall Only)	2	BMS 495: Undergraduate Research	1
CHM 352: Biochemistry	3	BMS 430: Sports Nutrition	3
BMS 532: Human Nutrition and Metabolism	3	GEP 397: Public Affairs Issues for the 21st Century (currently on hold by the U)	-
Total	18		11

**Transfer students with an Associates Degree but without BMS 240 and CHM 200:
Sample Schedule.**

Third Year (Fall Semester)	Hours	Third Year (Spring Semester)	Hours
CHM 200: Organic Chemistry	4	BMS 307: Human Anatomy	4
BMS 330: Food Selection and Preparation for Health	3	BMS 335: Nutritional Assessment	3
BMS 240: Intro to Nutrition	3	BMS 305: Introduction to Dietetics	1
MTH 340 or 545 or PSY 200 or QBA 237 or SOC 302 (Statistics)	3	BIO 210: Microbiology	3
PSY 121 Introduction to Psychology	3	ACC 109 (Intersession)	1
		ENG 321 Technical Writing	3
Total	16	Total	15
Fourth Year (Fall Semester)	Hours	Fourth Year (Spring Semester)	Hours
BMS 333: Life Span Nutrition	3	BMS 331: Food Science (Spring Only)	4
BMS 308: Human Physiology	4	MGT 340: Organizational Behavior & Mgt	3
BMS 340: Nutrition Education	2	BMS 532: Human Nutrition and Metabolism (Spring Only) Prerequisite for BMS 536!	3
BMS-550: Nutrition Counseling (Fall Only)	2	CHM 352: Biochemistry	3
GEP 497: Public Affairs Issues for the 21st Century	3	ECO 155: Principles of Macroeconomics	3
BMS 332: Food and Culture	3		
Total	17	Total	16
Fifth Year Fall	Hours	Fifth Year Spring	Hours
BMS 536: Medical Nutrition Therapy I (Fall Only)	4	BMS 546: Medical Nutrition Therapy II (Spring Only) Prerequisite BMS 436!	4
BMS 438: Administrative Dietetics (Fall Only)	5	BMS 495: Undergraduate Research	1
BMS 430: Sports Nutrition	3	BMS 445: Community Nutrition (Spring Only)	3
BMS 439: Senior Seminar (Fall Only)	1	BMS 230 Human Genetics	3

Total	13	Total	11
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Transfer students without an Associates Degree or completion of the 42 Hour General Education Block:

It is important to contact a dietetics advisor as soon as it is known that a transfer will be made so transcripts can be assessed and assistance in planning classes to meet prerequisites and progression requirements can be obtained. Transfer students who have had a course in American government (PLS 101) that did not include a study of the Missouri constitution must complete PLS 103.

Transfer Credits

Transfer credits will be evaluated by the Admissions Office upon admission to the University. If there are questions or concerns on transfer credit related to dietetics, these will further be evaluated by the program director. Questions regarding General Education credits should be directed to University College **University Hall 115, phone 836-5872**. Questions concerning courses outside dietetics or Biomedical Sciences should be directed to the appropriate department. A syllabus detailing the course in question will be required and it is the student's responsibility to provide this. The most common transfer issues are as follows:

Introduction to Nutrition: Often students have had a nutrition course at a community college or another university. If this course is a chemistry level prerequisite nutrition course that teaches metabolism, it may be accepted as equivalent to our BMS 240, Introduction to Nutrition. If it is not a chemistry level prerequisite or does not teach metabolism, it will not be accepted and students should enroll in BMS 240. This course also focuses on the Exchange System, which is used extensively throughout the program. If the course taken did not teach the exchange system, students may consider taking BMS 240, or they will have to learn the Exchange System prior to enrolling in other courses as it is not re-taught, but used extensively, in other dietetics courses. Students who have had prior nutrition courses that do not meet these requirements but who feel they have a strong nutrition base may opt to take the final for BMS 240 and upon completion of the final with a C or better, may continue on to other nutrition courses.

Chemistry: The DPD Chemistry requirement is for a complete course with a lab. This may be met by a one semester general chemistry course with a lab, or by a two semester Chemistry I and Chemistry II with one including a lab. If Chemistry I is taken, Chemistry II must be taken and one must have a lab. *There are no exceptions.* Biochemistry courses should meet requirements for CHM 352. Chemistry may be asked to make a final determination if a course is equivalent.

Anatomy and Physiology: BMS 307 Human Anatomy and BMS 308 Human Physiology courses as 300 level courses will not be equivalent to those offered at the community college level. Anatomy labs utilize cadavers and the physiology labs are intense. Other college or university anatomy or physiology courses that utilize cadavers or are taught as part of a medical school or health sciences school may be considered for transfer with the approval of the program director and Department Head. Syllabi must be provided and a "C" grade or better in the course in question is necessary for consideration of credit. If a student feels they have a strong base in anatomy or physiology, they may opt to take the final exam for either of these courses upon discussion with the program director, anatomy or physiology Instructor, and the department head. Upon completion of the final with a "C" grade or higher, the course is accepted as meeting the anatomy or physiology course requirements, as appropriate.

Technical Writing: Courses that include technical writing as part of the curriculum will not be accepted as equivalent to our ENG 321 Technical Writing course. 300 level courses called technical writing that include similar requirements to our ENG 321 course may be considered for acceptance after review of the course syllabi by the program director. The student must have completed the course being considered for transfer with a “C” grade or better and provide a course syllabus for the course in question.

Prior nutrition or dietetics coursework: These courses will be evaluated on an individual basis and a syllabus from the course must be provided by the student for review by the program director and faculty. Credit may be given for prior courses if the course is similar in nature and meets the Foundation Knowledge, Skills and Competencies that our course provides, or, in the situation where most but not all of our course requirements are met, credit may be given for the completed work but additional individual study may be required to assure the Foundation, Knowledge Skills and Competencies are met.

STUDENTS WITH PRIOR EXPERIENCE SEEKING COURSE CREDIT

Students who hold Certified Dietary Manager (CDM) certification *and* have dietary manager experience may discuss with the program director and the BMS 438 instructor the possibility of testing out of the BMS 438 Administrative Dietetics course. As most CDM programs do not include marketing in their curriculum and as BMS 438 is used to meet CADE requirements for marketing principles, students will be asked to complete a marketing project, MKT 150 Marketing Fundamentals, or MKT 350 Principles of Marketing. Work or life experiences will not be considered for college credit.

EVALUATION OF STUDENT PROGRESS

Evaluation of student progress will be discussed between the student and their academic advisor each semester in their individual conference prior to registration. The purpose of the conference is to assist the student in developing as a professional person and to ensure progression towards the goal of successfully completing the program. Advisors will identify students with poor progress in the program and counsel them appropriately. Referrals to the program director or to Academic Advisement may also be made. Indicators as to academic progress will be entered into the student's online advisement folder at advisement. If the student's GPA is not above 2.9 the advisor will counsel them accordingly and the student will be given a handout explaining the dietetics program procedures for low GPA. A note is made in the Academic Advisement folder at time of advisement stating steps the student may take to improve progress.

ADMISSION TO THE DIETETICS PROGRAM

For admission into the dietetics program, students must obtain a minimum cumulative GPA of 2.9, have completed BMS 240, BMS 308, CHM 105 *or* CHM 160, 170 and 175 with C's or better in all courses. Please remember that in order to obtain a verification statement necessary for a student to obtain an internship, students must complete the program with a cumulative GPA of 2.9 and a “C” or better in all dietetics program requirements.

Students who have completed 60 or more hours and have not yet met the requirements for admission to the program will be required to obtain a “Clearance to Register” form prior to registering for the next semester. Clearance forms, signed by the dietetics advisor and BMS Department Head, will be provided to students making satisfactory progress towards admission to the program. If a student has more than 90 completed hours and is not yet admitted to the program, the signature of the Dean of the College of Health and Human Sciences is also required prior to registration.

After meeting requirements for admission to the DPD, students meet with their academic advisor to complete their request for admission to the degree program. Degree audits are reviewed, progress is assessed, and the necessary form is completed and then signed by the dietetics advisor and BMS

Department Head. Students are asked to carry the signed, completed form to the Degree Check Office in Carrington Hall.

ADVISEMENT

Once a major in dietetics has been declared, see the program director in PROF 400 or Academic Advising in University Hall to be assigned an advisor. Students must obtain the signature of their advisor each semester prior to registration until they have completed 60 hours. Dietetics majors must have an advisor's signature for registration until they are admitted into the program. After admission to the program and completion of 60 hours or more, advisor signatures are not required, but students are **STRONGLY** encouraged to discuss their registration each semester with their advisor to avoid unforeseen problems and discuss their progression in the program.

The advising process:

Students are advised by dietetics faculty members assigned by the program director. Contact your advisor for an advising time prior to registration, unless otherwise advised by your instructor. Students should come at their scheduled time with a copy of their degree audit (obtained from "My Missouri State" at www.mymissouristate.edu and click on student records, then degree audit) and a general schedule they would like. Courses, progression in the program, etc., will be discussed at that time. Advisors are not responsible for schedule planning, only approving it. Students should not miss class to register for classes. Students are responsible for assuring prerequisites are met for classes they register for understanding that registering without them may result in them being dropped from the course. Admission requirements are a GPA of 2.9 or higher, a "C" or higher in BMS 240, 308, CHM 105 OR CHM 160, 170, and 175.

Advisement Procedures for Students Who Do Not Yet Meet GPA Requirements for Admission to the Dietetics Program

If the student has not yet completed 75 hours and has a GPA of less than 3.0, the advisor will do the following:

- Continue to advise the student into appropriate classes
- Talk with the student about the need to raise their GPA and the requirement of a 2.9 GPA for actual admission into the program.
 - Declaring dietetics as a major does NOT guarantee admission into the program.
- Recommend immediate repeat of any classes with D or F grades to improve GPA
- Remind the student that harder classes are yet to come!
 - Get study habits under control and seek tutoring early if needed.
- Document this in the Advising Folder.
 - Explain that this information is available for their review through "My Information."

If the student has met the 75 hour requirement and does not have a GPA of 2.90 or above the advisor will:

- Continue to advise the student into appropriate classes
- Assist in monitoring prerequisites for classes carefully
- Discuss reasons for the lower GPA and counsel appropriately
- **The clearance form will not be signed**
- Document appropriate classes in the student's advising folder and send an email to the student.
- Refer the student to Academic Advisement to see an advisor where the student may "undeclare" dietetics and the academic advisor will give clearance to register.
- Explain that as "undeclared" there are two options:
 - Choose another major

- consider a nutrition minor rather than a dietetics major
- Remain “undeclared” and continue to enroll in dietetics courses with the understanding of the need to raise your GPA.
 - GPA is very important – it must be raised.
 - Admission to the program is required to receive a degree in dietetics
- Students may come again next semester for advisement into appropriate classes, but the clearance form will not be signed until GPA has improved

If the 75 hour requirement is met and the GPA is less than 2.9 but above 2.75, it is now very tricky. There is a maximum 5% exception to the GPA requirement and students must apply for an exception to be admitted. Advisors will do the following if the student’s GPA is between 2.75 and 2.9:

- Advise into appropriate classes
- Monitor prerequisites carefully
- Encourage retaking any classes with D or F grades immediately
- Sign the clearance form for **one semester**
- Document in the advisement folder that the clearance to register form is being signed this semester in anticipation of the GPA increasing by next semester. If it does not improve this semester, the clearance to register form will not be signed the following semester unless a GPA exception is applied for and granted.
- Possibly encourage the student to apply to the dietetic faculty for an exception for admission to the program for low GPA. To do this, a letter written by the student to the program director documenting why an exception should be granted and provide supporting documents as to they believe they will be successful in dietetics is required. This should include a letter of recommendation from at least one dietetics faculty member.

Students who may be good candidates to have an exception granted are as follows:

- Second degree seeking or nontraditional student who may have poorer grades from a previous admission, school, or major
 - May speak with the Dean about “academic renewal” if appropriate
- Students who have C’s or better in science courses
- Students who have B’s or better in their dietetics course work
- Traditional students who had a “bad” semester or two and are now back on track
- Students who demonstrate a positive attitude, good attendance and would be recommended/highly recommended for acceptance into an internship program

Students who are not better candidates for consideration of an exception are as follows:

- Has not successfully completed BMS 308 with a “C” or higher
- Students with D’s, F’s, or several repeats in science classes
- Students with maturity issues that would impact a “recommend/highly recommend” recommendation for an internship program including but not limited to attendance, work ethic, ability to work well with others, etc.
- Students with a GPA of <2.75.

If the student does not request or is not granted an exception and the GPA remains <2.9 for more than one semester, the following semester, the Clearance to Register form will not be signed. They will be advised by their advisor to:

- Seek advisement through the Advisement Center for options
- “Undeclare” dietetics as your major
- Consider a nutrition minor

Remember, if you are accepted into the program, regardless of your GPA at time of acceptance, to receive a verification statement after graduation you must graduate with a GPA of at least 2.9. The verification statement allows the dietetics student to apply for an internship. If it appears as it nears time to graduate that your GPA has dropped or will drop below 2.9, it will be recommended that you choose not to graduate until your GPA has increased to above 2.9.

Procedures for Students Applying for Admission to the Dietetics Program:

All applications must be processed through the Program Director and/or your advisor. Download the [Application to Degree Program Form](#), complete and insure you meet all qualifications for admission, attach an UNOFFICIAL copy of your transcript from Missouri State which must include all completed courses to that point, and leave with the Program Director. Upon successful review by the Program Director, the form will be signed by the Program Director, Department Head, and left for the student to pick up to hand carry to the Office of the Registrar, Carrington 320 for processing. Forms not picked up by the students will eventually be sent to Carrington, but we strongly encourage students to take the form to Carrington in person

Procedures for Students Requesting an Exception for Admission to the Program:

Review the previous information regarding students who are good candidates to have an exception granted on page 24. A letter must be submitted addressed to the Dietetics Faculty and given to the Program Director prior to the first week of August for faculty meeting in August or by December 1 for consideration for the spring semester at our December meeting. The letter should address why you currently are not meeting requirements for the program, how you plan to meet requirements in the very near future, work experience, references, and graduation plans. Students should remember that our program is preparing students for careers as nutrition and health care professionals. Consideration for an exception being granted may include but is not limited to science and dietetics class grades, attendance, performance and previous coursework or majors.

An exception is granted by the dietetics faculty and application for an exception does not guarantee acceptance into the program. It also cannot override any prerequisite or other requirements of any course work other than dietetics. Following faculty member discussion, one of three decisions will be made:

1. **Acceptance into the program.** The student should complete the appropriate forms and submit to program director.
2. **Not accepted into the program.** The student should consult with Academic Advisement to determine another appropriate course of study.
3. **Permission to continue one more semester.** The faculty members will grant an override for the student to be admitted into designated courses with review of progress given at the end of the semester. Review will be made prior to the end of the semester by dietetics faculty based on review of the semester. Student attendance may be requested at the review.

Following faculty member discussion the DPD will notify the student of the outcome by email and place a note in their advising record. Upon receipt of necessary forms or request for permission for a course, faculty will complete any necessary actions to allow the student access to dietetics coursework.

Member of the Honors College Yes / No
Has an Associate's Degree: Yes / No
Has an encumbrance: DG / DX / No

SAMPLE SEMESTER ADVISEMENT CHECKLIST

___ 1. Courses are taken in appropriate sequence and prerequisites are met. Use the general degree requirements sheet, degree audit and sample schedule for assistance.

- It is extremely important that students take the General Chemistry courses (CHM 105 or CHM 160, 170 and 175) early as this is required for admission to the program.
- If the sections to needed classes are closed, the student needs to go to the department or instructor and sign on the waiting list. Then, the first day of class must be attended to be considered for the class.
- Prerequisites are required in order to maximize understanding. Please note that while students may register without prerequisites, instructors will receive a list of students who do not meet prerequisite requirements and they may be dropped from the class roster. It is the student's responsibility to assure they have met prerequisites for courses for which they are registering.
- **BMS 307, 308, 532, 536 and 546 and CHM 200 and 352 are critical progression courses with very specific prerequisites required. Discuss with your advisor carefully your planned schedule to ensure you are able to take these courses at the proper time to meet your anticipated graduation date**

___ 2. Volunteer work is important. Opportunities are available throughout the semester through classes and through Student Dietetic Association.

___ 3. Work experience within the field while a dietetics student is important for admission to many internships. However, too much work may affect your GPA. Is this a problem?

___ 4. Dietetics majors may not obtain a nutrition minor. The dietetics degree requires all courses in the nutrition minor, therefore the minor would not be applicable. Minors which may be useful are biomedical sciences (short BMS 230), chemistry (the major is 3 hours short of the minor assuming the student has taken CHM 160, 170 and 175), business, psychology or foreign languages. Remember how valuable a foreign language is. BIO 102 will not count towards a BMS minor.

___ 5. Know where you stand on your GPA! If it is not meeting admission requirements for the program, what are other career options? We must stress the importance of a strong GPA, and that a GPA above 3.0 gives you the best competitive edge for your career after graduation. Most internships look for a GPA of 3.0 or above and the chances of getting your desired internship or professional program drop drastically without that 3.0. Help is available on campus for writing, taking notes, getting the most from textbook reading, etc. Most chemistry classes have help sessions and tutoring. ALL instructors are available for assistance BUT you must come prepared with questions, your notes and the chapters already read (i.e. the student must also fulfill their responsibilities). ALL instructors are here to help you succeed. If your GPA is not above 2.9 your advisor will counsel you accordingly and you will be given a handout explaining the dietetics program procedures for low GPA.

___ 6. The dietetics major is a health science major and requires many heavy science courses. We want you to seek help and resources as soon as possible if needed. Do not wait until mid-semester. Tutoring is available.

___ 7. Math is necessary in the dietetics major. If you need help with math skills, seek help, complete all practice problems, ask questions. Math skills are not only important to get through the degree, but are important in most careers available to dietetics majors. Tutoring is available.

___ 8. We want you to be a successful student. We expect strong academic performance, involvement in extra-curricular activities and job experience. We want you in EVERY class and lab and building your skills.

___ 9. How is your portfolio coming along? If you haven't taken BMS 305 yet, you still can start with your resume from IDS 110 or CIS/CSC 101 or ENG 321. This is a BUILDING project but not one you should wait to begin.

___ 10. Are you in the Student Dietetics Association? SDA is a great volunteer opportunity, experience in a professional organization and great way to get advice and help from others in the major.

Registration Time:

On-line registration ok?

Encumbrances other than DG or DX:
NA

Clearance Form obtained: Yes / No /

Prerequisite Checklist:

Course Number	Title	Hours	Prerequisites	Semester Offered
BMS 110	Concepts in the Biomedical Sciences	4 (3-2)	None	F,S
BMS 230	Human Genetics	3	BMS 110 or BIO 121 (C or better in either)	F, S
BMS 240	Introduction to Nutrition	3	CHM 105 or CHM 160 (or concurrent enrollment)	F,S
BMS 305	Introduction to Nutrition and Dietetics	1 (0-2)	BMS 240 or concurrent enrollment	F,S
BMS 307	Human Anatomy	4 (3-2)	"C" grade or better in BMS 105 or BMS 110 or BIO 102 or BIO 121.	F,S
BMS 308	Human Physiology	4 (3-2)	"C" grade or better in BMS 307 or BIO 380 and "C: or better in CHM 105 or CHM 160	F,S
BMS 330	Food Selection & Preparation for Health	3 (2-2)	BMS 240 or concurrent enrollment	F,S
BMS 331	Food Science	4 (2-4)	BMS 240, BMS 330 and CHM 200 or 201	Spring only
BMS 332	Food and Culture	3	BMS 240 or permission of instructor	F, S
BMS 333	Nutrition throughout the Life Span	3	BMS 240	*Fall only
BMS 335	Nutritional Assessment	3	BMS 240	F,S
BMS 338	Food Safety Certification	1 (0-2)	BIO 210	
BMS 340	Nutrition Education & Communications	2 (1-2)	BMS 240 and BMS 330 or concurrent enrollment and PSY 121	F,S
BMS 430	Sports Nutrition	3	BMS 240 and BMS 308	F,S
BMS 532	Human Nutrition & Metabolism	3	BMS 240, BMS 308 and CHM 200 or 201 (or concurrent enrollment in CHM 200 or 201)	*Spring only
BMS 536	Medical Nutrition Therapy I	4 (3-2)	BMS 335 and BMS 532 and CHM 352 (or concurrent enrollment and admission to the program)	Fall only
BMS 438	Administrative Dietetics	5 (3-4)	BMS 240 and BMS 330 and BIO 210 and ACC 109 and MGT 340.	Fall only
BMS 439	Senior Seminar in Dietetics	1	Dietetics major and admitted to degree program and 90 hours	Fall only

BMS 550	Nutrition Counseling	2 (1-2)	BMS 436 or concurrent enrollment	Fall only
BMS 445	Community Nutrition	3 (2-2)	BMS 335 and PLS 101. Recommended: BMS 333 and MGT 340.	Spring only
BMS 546	Medical Nutrition Therapy II	4 (3-2)	BMS 436	Spring only
BMS 595	Undergraduate Research	1 – 3	Prerequisite: completion of 90 hours of coursework, including BMS 335, BMS 532, and statistics; or permission of instructor.	F, S

DPD POLICIES

Grading Scale

The grading scale for 400 level dietetics courses is as follows: A: 93 – 100%; B: 86 – 92%; C: 75 – 85%; D: 64 – 74%; F: </ 63%.

Dietetics courses at the 300 level and below are graded as follows

A: 90 – 100%; B: 80 – 89%; C: 70 – 79%; D: 60 – 69%; F: </59%.

The University's plus/minus grading system can be found at

<http://www.missouristate.edu/registrar/grades.html>. Faculty have the choice to utilize either the standard grade policy or the plus/minus grading option but **are** required to indicate their grading scale on their syllabus.

Prior ServSafe® Certification

Should a student have prior ServSafe® certification, this may be substituted for the requirement of BMS 338 if it is valid for two years past their graduation date. Certification is given for five years. Expired certificates or certificates not valid for two years past anticipated graduation date will not be considered acceptable for the program requirement.

Volunteer Activities

Didactic Program students are strongly urged to participate in professional activities related to dietetics. Numerous opportunities throughout the program will arise for students to volunteer and gain valuable experience for their resumes and portfolios. Evidence of this is important when applying to internships and for those writing recommendations as volunteer work is addressed. Examples of activities include, but are not limited to, work at a community agency such as Ozarks Food Harvest, serving at a health fair, etc.

E-mail Accounts

Each dietetics student must have an established e-mail account. E-mail will be used for announcements and general communication through dietetics courses and also the BMSDAV "course" through Blackboard. This is outlined in detail in BMS 240 and BMS 305 and will be presented to students at advising sessions as well. The University provides e-mail access and computer availability for all students. Accounts may be obtained at the Cheek Hall, Strong Hall, or Glass Hall computer labs.

Liability for Safety in Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. It is recommended that students have reliable transportation of their own by their senior year as most locations do not have public transportation readily available. The University's travel policy is stated on the University website at <http://www.missouristate.edu/financialservices/23224.htm>.

Insurance

Students enrolled in junior and senior level courses may be required to purchase dietetic student liability insurance depending on the requirements of the facilities utilized. If purchase becomes necessary, students will be advised of where insurance may be obtained.

Statement of Equal Opportunity

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Equity and Diversity, Siceluff Hall 296, (417) 836-4252. This office may be accessed at <http://www.missouristate.edu/equity/10328.htm>. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

Protection of Privacy/Information

The Missouri State policy in compliance with FERPA, *Policy Regarding Personally Identifiable Student Records, Missouri State* can be found at <http://www.missouristate.edu/registrar/FERPA.html>.

Vacation, Holidays, and Absences

The Dietetic Program follows the University calendar for vacations and holidays. There are no excused absences for class nonattendance. Students who are ill or injured may present a dated bill or receipt from their health care provider but are responsible for all class work missed due to absence.

Student Grievances and Grade Appeals

Any academic grievance regarding grades should first be made to the instructor in writing. If this is not successful, then a student may request that an assigned grade be changed in accordance with the procedures set forth on page 56 of the 2007 – 2008 Missouri State Undergraduate Catalog under Grade Appeals and Academic Grievances. **The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.** This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the [Academic Integrity Policies and Procedures](#) section of the catalog or located on the Missouri State web site at <http://www.missouristate.edu/registrar/acintegrity.html>.

Grievances not covered under the above policies and procedures or in the *“The Code of Student Rights and Responsibilities”* viewed at <http://www.missouristate.edu/judicial/12331.htm> should be first addressed to the instructor and every attempt be made to be resolved at that level. Should that not be successful, the student should contact the following in this order: Carmen Boyd, Dietetics Program Director; Colette Witkowski, Biomedical Sciences Department Head; Helen Reid, Acting Dean of the College of Health and Human Services; and if not yet resolved, Office of Academic Affairs at **Carrington 209, phone 417-836-4589**

Academic Integrity

The community of scholars that is Missouri State (Missouri State) is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity. Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at <http://www.missouristate.edu/registrar/acintegrity.html> and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Disciplinary/Termination Procedures:

Disciplinary and termination procedures are found in the *“The Code of Student Rights and Responsibilities”* which may be viewed at <http://www.missouristate.edu/judicial/12331.htm>

Graduation Requirements:

The basic requirements for a baccalaureate degree at Missouri State include the completion of at least 125 hours, of which 40 hours must be upper division work, with a minimum of 2.0 cumulative grade point average. Students shall satisfy the general education requirements in

effect upon first enrollment at Missouri State and the degree program requirements in effect at the time of admission to the degree program. For additional information about Commencement see: <http://www.missouristate.edu/commencement/>.

Dietetics Shirts:

Shirts with our program logo are available for purchase beginning September 2009. Beginning Spring 2010, these shirts may be required in certain courses to be worn during various class activities on campus or in the community. Watch the bulletin boards and the BMSDAV blackboard site for current information and prices.

STUDENT PARTICIPATION IN PROFESSIONAL ASSOCIATIONS

American Dietetic Association

Students in the DPD are eligible for student membership in the American Dietetic Association. Fees provide for a subscription to the Journal of the American Dietetic Association. Students are encouraged to become members by the fall of their junior year. Benefits of student membership include eligibility for liability insurance, the Journal of the American Dietetic Association, and member rates for products and meeting fees. Information is available at the Dietetics bulletin board on 4th floor and online at www.eatright.org.

Missouri Dietetic Association and Southwest Missouri Dietetic Associations

Membership in the ADA automatically grants membership to the Missouri Dietetic Association. The Missouri Dietetic Association holds its annual meeting in the spring. Visit their website at <http://www.eatrightmissouri.org/>.

The Southwest Missouri Dietetic Association (SWMDA) meets approximately 4 times per year. Membership application forms are available from the program director. Students are encouraged to become members of SWMDA and benefit from the excellent programs produced. Registration fees for meetings, seminars or workshops are often waived or reduced for students.

Student Dietetic Association

The Missouri State Student Dietetic Association is open to all dietetic majors and nutrition minors. The club meets once each month during the academic year in the Professional Building, Room 411. Program topics are posted in the Professional Building, Suite 417 and are announced through campus email to members and with flyers in the Professional Building.

RESOURCES

The dietetics offices are located in the Professional Building (PROF) on the 3rd and 4th Floors. The Biomedical Sciences Department is located in the Professional Building, Suite 400. In addition, a dietetics area is available to students in PROF 417. This area is open to all dietetics students every weekday. The office has a computer lab available with all necessary nutrition software and tutorials, internet capabilities, as well as Microsoft Office software for word processing and presentation development. The dietetics area also has a resource room (PROF 419) with a variety of information to assist students in coursework and internship planning.

PROGRAM FACULTY DIRECTORY

Meet the Faculty:

Carmen Boyd, MS, LPC, RD/LD

Dietetics Program Director
Courses: BMS 305 Introduction to Nutrition and Dietetics; BMS 332 Food and Culture; BMS 539 Senior Seminar; BMS 445 Community Nutrition,
Office: 405 Professional Building
Phone: 417-836-5603
E-Mail: CarmenBoyd@missouristate.edu

Helen Reid, PhD, RD/LD

Former Program Director
Dean of the College of Health and Human Services
Professor
Office: 110 Professional Building
Phone: 417-836-4176
E-Mail: HelenReid@missouristate.edu

Anne Marie Hunter, PhD, RD/LD, FADA

Assistant Professor
Courses: BMS 536 and 546MNT I and II; BMS595 Dietetics Research; BMS 240 Introduction to Nutrition; BMS 300 Community and Service Learning
Office: 410a Professional Building
Phone: 417-836- 5389
E-mail: AMHunter@missouristate.edu

Sockju Kwon, PhD, RD/LD

Assistant Professor
Office PROF 409
Phone: 417-836-6485
Courses: BMS 532 Human Nutrition and Metabolism, BMS 438 Administrative Dietetics, BMS 331 Food Science

Hillary Roberts, MS, RD/LD

Instructor
Courses: BMS 335 Nutrition Assessment, BMS 340 Nutrition Education and Communications; BMS 550 Nutrition Counseling
Office: 408 Professional Building
Phone: 417-836-8884
E-mail: HRoberts@missouristate.edu

Sarah Murray, MS, RD/LD

Instructor
Office: 410 Professional Building
Phone: 417-836-4509
Courses: BMS 240 Introduction to Nutrition, BMS 330 Food Selection and Preparation for Health, BMS 333 Nutrition Throughout the Lifespan
E-mail: SarahMurray@MissouriState.edu

Natalie Allen, MEd, RD/LD

Instructor
Office PROF 406
Phone: 836-6067
Courses: BMS 536 and 546 Medical Nutrition Therapy Labs, BMS 430 Sports Nutrition
Email: NatalieAllen@missouristate.edu

Kathy Beberniss, MS, RD/LD

Per Course Instructor
Office PROF 416
Phone: 836-8939
Courses: BMS 240 Introduction to Nutrition
Email: KSBeberniss@missouristate.edu

Tara Stulce, MS, RD/LD

Per Course Instructor
Courses: BMS 240 Introduction to Nutrition
Office: Professional Building 400
Phone: 417-836-5603
E-Mail: tstulce@missouristate.edu

Hillary Mayes, MS

College of Health and Human Services
Advisor
Office: Professional Building 205
Phone: 836-4176
Position: Advisor (Dietetics Majors who are not yet admitted into the program)
Email: HillaryMayes@missouristate.edu

My Four Year Plan:

FALL			SPRING			SUMMER		
CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS
TOTAL HOURS			TOTAL HOURS			TOTAL HOURS		

Do I have my prerequisites met? Can I take this many hours successfully (especially if working)?

FALL			SPRING			SUMMER		
CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS
TOTAL HOURS			TOTAL HOURS			TOTAL HOURS		

Do I have my prerequisites met? Can I take this many hours successfully (especially if working)?

FALL			SPRING			SUMMER		
CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS
TOTAL HOURS			TOTAL HOURS			TOTAL HOURS		

Do I have my prerequisites met? Can I take this many hours successfully (especially if working)?

FALL			SPRING			SUMMER		
CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS	CODE	NAME OF COURSE	HRS
TOTAL HOURS			TOTAL HOURS			TOTAL HOURS		

Do I have my prerequisites met? Can I take this many hours successfully (especially if working)?