

Rush University

**College of Health Sciences
Department of Clinical Nutrition**

**Master of Science in Clinical Nutrition -
Dietetic Integrated Program**



**Student Handbook
2024-2025 Academic Year**

Welcome to the Master of Science in Clinical Nutrition - Dietetic Integrated (MSDI) program at Rush University. You are now an important member of one of the major medical centers in the United States. Your position here at Rush provides you with the opportunity to integrate the roles of dietetic and graduate student. As a dietetic student, you will participate in learning experiences in foodservice management, clinical dietetics and community nutrition. As a graduate student, you will be involved in coursework and research leading to a Master of Science Degree in Clinical Nutrition. You will be an active participant in your learning process as you achieve practicum, coursework, program and personal goals. During your time at Rush, as you conduct yourself as a professional and a member of the health care team, you will grow as a future nutrition practitioner!

The Clinical Nutrition faculty, and Food and Nutrition Services Department practitioners have prepared this handbook to help you become familiar with the program and to answer questions about program requirements. Some information in the handbook is subject to change.

It is essential that all instructions related to COVID be strictly adhered to. In addition, read and comply with all RUSH-system updates as provided via email communications.

We aim to challenge you and encourage your growth during your journey into the dietetics profession!

TABLE OF CONTENTS

I. Overview

Overview of Rush University Medical Center and University	5
MS in Clinical Nutrition - Dietetic Integrated Program	6
MS in Clinical Nutrition - Dietetic Integrated Program	
Mission, Goals and Outcome Measures	7
Accreditation Council for Education in Nutrition and Dietetics (ACEND)	
Program Accreditation Status	8
ACEND FG Competencies	8
Rush University Catalog	10
Academic Calendar	10
COVID -precaution guidelines and information	11
Scheduling and MSDI Program Calendar	11
Exam Review Materials	12
Plan of Study	13

II. Education Goals and Expectations

University Honor Code	14
Academy of Nutrition and Dietetics Scope of Practice	14
Academy of Nutrition and Dietetics Code of Ethics	14
Professional Behavior and Supervised Experiential Learning Expectations	16
Academic Honesty	18
Student Professional and Community Service Requirements	19
Student Contact Information	19

III. POLICY AND PROCEDURES/ACEND STANDARD 9.2 & RUSH

ACEND	20-26
9.2a. Insurance requirements	
9.2b. Liability for safety in travel	
9.2c. Injury or illness	
9.2d. Drug testing and criminal background checks	
9.2e. Students are not used to replace employees in supervised experiential learning activities	
9.2f. When students are paid compensation	
9.2g. Process for filing and handling complaints about the program	
9.2h. Submission of written complaints to ACEND related to noncompliance	
9.2i. If program grants prior learning credit	
9.2j. Formal assessment of student learning	
9.2k. Program retention and remediation procedures	
9.2l. Disciplinary/termination procedures	
9.2m. Graduation and/or program completion requirements	
9.2n. Verification statement requirements and procedures	
9.2o. Program using distance instruction and/or online testing N/A	
9.2p. Withdrawal and refund of tuition and fees	
9.2q. Program schedule, vacation, holidays, and leaves of absence	
9.2r. Protection of privacy of student information	
9.2s. Student access to their own file	

9.2t. Access to student support services

RUSH

a. Dress Code	26
b. Unscheduled absence from Supervised experiential learning experience	28
c. Documentation of Supervised Experiential Learning Activity Hours	28

IV. General Information

E-mail Accounts	28
Pagers	28
Cell Phone-I PADS/Tablets	28

V. Estimated Program Costs & Awards and Scholarships

Estimated Program costs	29
Awards & Scholarships	30

Item I: Rush University Honor Code

Item II: Pledge of Responsibility/Handbook and Catalog Sign-Off Sheet

Item III: Student Assumption of Risk Form

Item IV: Academic Calendar

I. OVERVIEW

Overview of Rush University Medical Center (RUMC) and University

Rush University Medical Center is an academic health center located on the near west side of Chicago. It is one of the country's major research and teaching healthcare institutions. The Medical Center includes Rush University, the tertiary-care hospital and the Johnston R. Bowman Health Center for the Elderly, a facility providing acute and psychiatric care and assisted living services.

The Medical Center is part of the Rush System for Health, which includes three member institutions in the Chicago area (RUMC, Rush Oak Park and Rush Copley) and serves three million people annually. The roots of the Medical Center extend back to 1837 when Rush Medical College was chartered two days before the city of Chicago was incorporated. St. Luke's Hospital was founded in 1864 and Presbyterian Hospital in 1883. These hospitals merged in 1956 to form Rush Presbyterian St. Luke's Medical Center. In 2000, the name changed to the present day, Rush University Medical Center, and the patient Tower opened in 2012. On the Chicago campus, a new state-of-the art outpatient care center is being built on the corner of Ashland and Harrison; it will focus on cancer care and neurosciences. Today, the Medical Center is an organization of more than 10,000 people consisting of medical and scientific staff, faculty, students and employees.

Rush University (RU) was founded in 1972 and is the academic component of Rush University Medical Center. It includes four colleges: Rush Medical College, the College of Health Sciences, the College of Nursing and the Graduate College. Clinical Nutrition programs are offered by the College of Health Sciences. The University has an enrollment of more than 3000 students; a faculty of more than 2,500 health professionals and educators; and offers programs leading to bachelor's, master's and doctoral degrees.

Rush University prepares its students for careers in health-related fields through an educational system which integrates service delivery with didactic course work and research. Most Rush faculty are active healthcare professionals within the Medical Center. This close relationship between patient care, teaching and research affords practical insights into the challenges of healthcare delivery.

The center of Rush University activity is the A. Watson Armour III and Sarah Wood Armour Academic Center (AAC). This modern building houses facilities for classroom instruction, laboratory research and private study, and includes

- Student Affairs
- Library of Rush University
- Chauncey and Marion Deering McCormick Educational Technology Center (METC)
- Center for Student Success & Center for Teaching Excellence and Innovation
- University Bookstore
- Medical Center cafeteria.

Student Affairs includes the Registrar, Student Financial Aid, Student Life, International Services and the Counseling Center.

Rush University Master of Science in Clinical Nutrition - Dietetic Integrated Program

Rush University's Dietetic Internship began in 1972 as a nine-month program, with six students. In 1981, the internship was combined with a master's degree in Clinical Nutrition and expanded to 15 months. In 2023 the Rush University MS/DI became the Rush University Master of Science in Clinical Nutrition - Dietetic Integrated program. Today, we accept 20 students annually who complete their course work and supervised experiential learning over 20 months.

Rush University Medical Center is licensed for more than 650 beds and serves as a major site for the clinical practicum. Students provide nutritional care to patients in a variety of clinical areas including medicine, surgery, oncology, nephrology and pediatrics. During these rotations, students learn to use the nutrition care process to formulate and implement nutrition care plans and to provide effective individual and group nutrition counseling. Students document patient outcomes in the electronic medical record, EPIC.

The RUSH Central Kitchen, and other sites, provide many learning opportunities for students during the Food Systems Management practicum. This RUSH kitchen prepares and serves approximately 1,900 meals per day (both general and modified diets). The bakery provides baked goods for patient meals and catering operations. Rush also operates a casual restaurant in Room 500, and this area is responsible for catering events in the Searle Conference Center and events throughout the hospital. Learning experiences in these units include participation in patient meal services, food production, hospitality, purchasing and materials management, computer systems, and quality assurance.

There is a hospital cafeteria on the Rush campus that was recently renovated and opened by Fooda, a food company that brings in local pop-up restaurants to serve employees, students and patient visitors a variety of high-quality foods.

The dietetic student functions as an integral member of the health-care team by working closely with physicians, nurses and other healthcare professionals. Attendance at medical rounds and interdisciplinary meetings enrich the core curriculum. During the staff relief rotation, students function independently in the role of a Clinical Dietitian. In addition, students participate in a variety of community nutrition experiences and activities.

The opportunity for students to participate in such a variety of clinical and administrative experiences is unique to Rush University Medical Center. The dual roles of practitioner and preceptor allow for maximum integration of the didactic and experiential components of the graduate program.

Graduate courses and supervised experiential learning experiences occur concurrently throughout the program. The Master's degree curriculum includes advanced level courses in human metabolism, nutrition care, food systems management, and research. The Master of Science in Clinical Nutrition degree and ACEND Verification Statements will be awarded through Rush University, Department of Clinical Nutrition upon successful completion of all required coursework and supervised experiential learning hours.

Master of Science in Clinical Nutrition - Dietetic Integrated Track Mission, Goals and Outcome Measures

The mission of the Rush University Master of Science in Clinical Nutrition - Dietetic Integrated Track is to prepare competent entry-level registered dietitian nutritionists as nutrition experts, leaders and advocates through nutritional sciences and interprofessional education, research and promotion of the nutritional well-being of diverse communities.

The goals of the program are:

Program Goal #1: The program will prepare graduates to be competent entry-level dietitians.

- At least 80% of program students complete program/degree requirements within 31.5 months (150% of the program length)
- Of graduates who seek employment, 90% are employed in nutrition and dietetics or related fields within twelve months of graduation
- 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- Employer satisfaction: At least 80% of graduates will obtain a mean rating for skill level on employer surveys of 4 or higher on a 5-point scale (5-excellent, 1-unacceptable) for entry level practice
- Graduate satisfaction: At least 80% of graduates will provide a mean rating for skill level of 4 or higher on a 5-point scale (5-excellent, 1-unacceptable) for entry level practice

Program Goal #2: The program will prepare graduates to advocate for nutrition and demonstrate leadership through their contributions to the dietetic profession.

- At least 90% of graduates responding to alumni surveys will be members of the Academy of Nutrition and Dietetics and/or other related professional organizations within three years of program completion
- At least 50% of graduates responding to alumni surveys will report holding an appointed or elected position in dietetics related professional organization, or activity on a committee, within three years of program completion
- At least 50% of graduates responding to alumni surveys will have contributed to the advancement of the dietetics profession through a professional publication (i.e. journal, professional newsletter, abstract) or presentation at a professional meeting within three years of program completion

Accreditation Council for Education in Nutrition and Dietetics (ACEND) Program Accreditation

The Rush University Master of Science in Clinical Nutrition - Dietetic Integrated Track is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

ACEND is a specialized accrediting body recognized by the United States Department of Education. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.

ACEND is located at:
The Academy of Nutrition and Dietetics
120 South Riverside Plaza-Suite 2190
Chicago, IL 60606-6995

ACEND Core Competencies

Core competencies are established by ACEND and need to be met by students upon completion of supervised experiential learning experiences in order to be eligible to take the Registration Exam for Registered Dietitian Nutritionists. These competencies represent the abilities that are needed for entry-level practice as a registered dietitian nutritionist. These competencies are part of the Accreditation Standards for Graduate Degree Programs in Nutrition and Dietetics (GP) They are as follows:

Unit 1: Foundational Knowledge

Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.

Applies an understanding of environmental, molecular factors (e.g. genes, proteins, metabolites) and food in the development and management of disease.

- 1.1** Applies an understanding of anatomy, physiology, and biochemistry.
- 1.2** Applies knowledge of microbiology and food safety.
- 1.3** Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food.
- 1.4** Applies knowledge of pathophysiology and nutritional biochemistry to physiology, health and disease.
- 1.5** Applies knowledge of social, psychological and environmental aspects of eating and food.
- 1.6** Integrates the principles of cultural competence within own practice and when directing services.
- 1.7** Applies knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy.
- 1.8** Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness.
- 1.9** Applies knowledge of math and statistics
- 1.10** Applies knowledge of math and statistics.
- 1.11** Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals.
- 1.12** Demonstrates knowledge of and is able to manage food preparation techniques.
- 1.13** Demonstrates computer skills and uses nutrition informatics in the decision-making process.

1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle.

1.15 Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations.

1.16 Gains a foundational knowledge on public and global health issues and nutritional needs.

Unit 2: Client/Patient Services

Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.

2.1 Applies a framework to assess, develop, implement and evaluate products, programs and services.

2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations.

2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings.

2.4 Implements or coordinates nutritional interventions for individuals, groups or populations.

2.5 Prescribes, recommends and administers nutrition-related pharmacotherapy.

Unit 3: Food Systems Management

Applies food systems principles and management skills to ensure safe and efficient delivery of food and water.

3.1 Directs the production and distribution of quantity and quality food products.

3.2 Oversees the purchasing, receipt and storage of products used in food production and services.

3.3 Applies principles of food safety and sanitation to the storage, production and service of food.

3.4 Applies and demonstrates an understanding of agricultural practices and processes.

Unit 4: Community and Population Health Nutrition

Applies community and population nutrition health theories when providing support to community or population nutrition programs.

4.1 Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs.

4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy.

Unit 5: Leadership, Business, Management and Organization

Demonstrates leadership, business and management principles to guide practice and achieve operational goals.

5.1 Demonstrates leadership skills to guide practice.

5.2 Applies principles of organization management.

5.3 Applies project management principles to achieve project goals and objectives.

5.4 Leads quality and performance improvement activities to measure, evaluate and improve a program's services, products and initiatives.

5.5 Develops and leads implementation of risk management strategies and programs.

Unit 6: Critical Thinking, Research and Evidence-Informed Practice

Integrates evidence-informed practice, research principles and critical thinking into practice.

6.1 Incorporates critical thinking skills in practice.

6.2 Applies scientific methods utilizing ethical research practices when reviewing, evaluating and conducting research

6.3 Applies current research and evidence-informed practice to services.

Unit 7: Core Professional Behaviors

Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.

7.1 Assumes professional responsibilities to provide safe, ethical, and effective nutrition services.

7.2 Uses effective communication, collaboration, and advocacy skills.

Rush University Catalog

The Rush University Catalog can be found at: <http://catalog.rush.edu>; with the 2024-2025 revision becoming available soon. It is imperative to read and understand the University catalog, including the following sections: About Rush, Rush University Campus Information, Rush University/Academic Policies, Tuition/Financial Aid, College of Health Sciences (CHS), and the CHS-Department of Clinical Nutrition-MSDI.

The catalog should be read prior to orientation and students will be asked to sign-off on completion and understanding of the materials during orientation-Appendix A and B

Academic Calendar

The Academic Calendar can be found at: <https://www.rushu.rush.edu/rush-experience/student-services/office-registrar/academic-calendars>. The Rush University Master of Science in Clinical Nutrition - Dietetic Integrated program has the final exam periods designated according to the CHS/College of Health Sciences. Refer to Appendix D for the program calendar.

COVID-precaution guidelines and information

Rush University COVID-19 information can be found at: <https://www.rushu.rush.edu/about/novel-coronavirus-covid-19-information>. Information included on this page includes:

- Campus Re-entry Plan
- Vaccination Policy
- Health and Testing
- Travel
- Remote Teaching and Learning Information

Scheduling and Program Calendar

Supervised experiential learning and graduate work occur concurrently throughout the program. Didactic courses are scheduled to meet on Mondays with supervised experiential learning experiences scheduled Tuesday and Wednesday OR Thursday and Friday. Students will have two days to work on their master's research project and coursework. The progression of Supervised experiential learning is as follows:

Semester	Didactic Course	Supervised experiential learning Course
Fall 2023	NTR 629: Food Systems Management	NTR 629P: Practice in Food Systems Management
Spring 2024	NTR 625: Fundamentals of Nutrition Care	NTR 625P: Practice in Fundamentals of Nutrition Care
Summer 2024	NTR 628: Community Nutrition	NTR 628P: Practice in Community Nutrition
Fall 2024	NTR 626: Clinical Nutrition I	NTR 626P: Practice in Clinical Nutrition I
Spring 2025	NTR 627: Clinical Nutrition II	NTR 627P: Practice in Clinical Nutrition II

Exam Review Materials

Breeding and Associates Review Materials

All students are required to purchase the Breeding and Associates review materials within the first 30-days of beginning the program. Students are required to review different aspects of the study materials each semester and pass an online exam with a minimum score of 85% prior to moving on to the next semester or graduating. Below is the schedule:

Semester	Review Materials
Fall 1	Management Food Systems
Spring 1	Normal Nutrition Research and Education
Summer	Community Nutrition Food Science
Fall 2	MNT
Spring 2	Final Exam

Purchase Instructions:

1. Go to www.breedingandassociates.com
2. Select "Products" at the top of the page.
3. Select "Registered Dietitian Exam Study Manual" – PDF (\$250) or Printed (\$270)
4. Click "Add to Cart"
5. Select "Products" at the top of the page.
6. Select "Registered Dietitian Online Exam"
7. Using the drop box, select "2 years"
8. Click "Add to Cart"
9. Apply Coupon using "RUSH120"

Rush University Master of Science in Clinical Nutrition - Dietetic Integrated Track Plan of Study

Course Sequence	Credits
Fall 1	
NTR 629: Food Systems Management	2
NTR 629-P: Practice in Food Systems Management	5
CHS 610: Research Methods in Health Sciences	2
NTR 682: Research Methods Application in Clinical Nutrition	1
IPE 502: Interprofessional Patient Centered Care	0
Semester Total	10
Spring 1	
NTR 625: Fundamentals of Nutrition Care	2
NTR 625-P: Practice in Fundamentals of Nutrition Care	3
NTR 621: Regulation of Macronutrients and Energy Metabolism	2
CHS 601: Introduction to Biostatistics for Health Sciences	2
NTR 683: Master's Research Project	1
Semester Total	10
Summer	
NTR 628: Community Nutrition	2
NTR 628-P: Practice in Community Nutrition	5
NTR 622: Vitamins and Minerals	2
NTR 684: Master's Research Project	1
Semester Total	10
Fall 2	
NTR 626: Clinical Nutrition I	2
NTR 626-P: Practice in Clinical Nutrition I	4
NTR 691: Nutrition Epidemiology	3
NTR 685: Master's Research Project	1
Semester Total	10
Spring 2	
NTR 627: Clinical Nutrition II	2
NTR 627-P: Practice in Clinical Nutrition II	4
NTR 686: Master's Research Project	2
Semester Total	8
Program Total Credit Hours	48

II. EDUCATION GOALS AND EXPECTATIONS

University Honor Code

Rush University students established the following honor code for all students enrolled in the university and defined further in the University Catalogue and Appendix A.

I pledge that my academic, research, and/or clinical work will be of the highest integrity. I shall neither give nor receive unauthorized aid; I shall not represent the work of others as my own; I shall not engage in scientific misconduct, and I shall treat all persons with the greatest respect and dignity, just as the ethical codes of Rush University Medical Center and my future profession demand.

I recognize that behaviors that impede learning or undermine academic, research, and clinical evaluation, including but not limited to falsification, fabrication, and plagiarism, are inconsistent with Rush University values and must be reported.

Academy of Nutrition and Dietetics Scope of Practice

The Academy's Scope of Practice in Nutrition and Dietetics provides an important guide for practitioners.

Students should review and understand the contents of the following publication:

Academy of Nutrition and Dietetics: Revised 2017 Scope of Practice for the Registered Dietitian Nutritionist. *J Acad Nutr Diet.* 2018; 118:141-165.

There is an excellent free webinar titled: Academy Scope of Practice for RDs and RDNs and DTRs: What educators and Students need to know. It can be found at the Academy's website at www.eatrightpro.org and by searching: Scope of Practice.

Academy of Nutrition and Dietetics Code of Ethics

It is in the best interest of the profession and the public to have a Code of Ethics for the Nutrition and Dietetics profession in place that provides guidance to dietetics practitioners in their professional practice and conduct. The Academy and the Commission on Dietetic Registration have approved the revised Code of Ethics which became effective June of 2018.

Preamble:

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

Principles and Standards:**1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Professional Behavior and Experiential Learning Expectations

Exhibiting professional characteristics as a student and practitioner are extremely important and integral to one's success as a clinician. The following list contains behavioral expectations of Dietetic Students throughout the program.

- **Punctuality and reliability.** Arrive on-time and display excellent attendance/engagement completing all scheduled supervised experiential learning hours. Note: If an illness or emergency arises, contact your assigned preceptor prior to your start time, and notify the MSDI Program Director.
- **Adherence to the handbook and policies and procedures** of the department.
- **Professional dress** according to the defined dress code. Dietetic students represent our department as well as our profession and serve as role models to others. It is also important to

display a professional image via posture and voice when on rounds and interacting with others. Note: each supervised experiential learning site may have different dress code policies. The student must follow the policy of the supervised experiential learning site.

- Take **responsibility for your actions**. Display reliability/conscientiousness in your work and always remain truthful.
- **Pager etiquette**-pagers should be signed-IN when scheduled in practicum rotations. Pagers should be answered in a timely manner. Pagers should be signed OUT when off duty and not being covered.
- Take **initiative** to maximize learning opportunities. Seek answers to your questions during rotations; make productive use of down-time, exhibit a strong work ethic, and work to overcome barriers and obstacles.
- Utilize **positive communication skills**. Be respectful of preceptors, all food service employees and diet techs, the health-care team and all you encounter. Demonstrate a positive demeanor, courtesy, humility and compassion for others. Display cooperation and teamwork with others.
- Remain **flexible and adaptable** as change is often necessary.
- Be **open to suggestions and feedback**-both positive and constructive from your instructors and preceptors. This is an opportunity to learn and hear other views and assessments. A willingness to accept criticism is an important step in professional growth as is recognition of personal limitations.
- Show **appropriate use of technology**. Cell phones in supervised experiential learning are not allowed for personal calls, social media, texting, etc. Cell phones are not allowed for any purpose in food service areas during Food Systems Management. They may be used to perform calculations (i.e using the calculator) in the clinical areas, though a small calculator is preferred.
- **Follow directions**-review all syllabi and course objectives and ACEND competencies, as provided. Complete assignments and readings in a timely manner, as assigned.
- **Classroom etiquette**-in the classroom, be respectful of faculty and guest lecturers. Do not use your phone during class, unless provided advanced permission. Computers are to be used for note taking and class activities. If a computer is being used for any other purpose during class, the instructor reserves the right to deny computer privileges. Avoid talking out-of-turn, slouching and sloppy clothing as these are disrespectful and poor representations of you and our department.
- There should be no gum chewing, food or drinks in food service areas, on the clinical units or at community sites.

Academic Honesty

Students are expected to abide by the Rush Honor Code relating to academic integrity throughout all aspects of this course, including all assignments and exams. As trusted health care professionals, we take the issue of academic integrity very seriously and expect that you will always adhere to the highest standards of integrity.

Rush University students and faculty belong to an academic community with high scholarly standards. As essential as academic honesty is to the relationship of trust fundamental to the educational process, academic dishonesty violates one of the most basic ethical principles of an academic community and will result in sanctions imposed under the University's disciplinary system. A partial list of academically dishonest behaviors that would subject a student to disciplinary action includes:

- *Cheating*: Using unauthorized material or unauthorized help from another person in any work submitted for academic credit.
- *Fabrication*: Inventing information or citations in an academic or clinical exercise.
- *Facilitating Academic Dishonesty*: Providing unauthorized material or information to another person.
- *Plagiarism*: Submitting the work of another person or persons, as one's own without acknowledging the correct source.
- *Unauthorized Examination Behavior*: Conversing with another person, passing or receiving material to/from another person or temporarily leaving an examination site to visit an unauthorized site.

Academic dishonesty is not tolerated within the Clinical Nutrition Department at Rush University. The CN department does not condone cheating in any form. Plagiarizing or copying other writings or work is considered cheating. The penalties for cheating or plagiarizing on assignments, quizzes, or exams are as follows:

First offense: you will receive a grade of 'F' or zero points on the assignment, quiz or exam and will be required to meet with the instructor to discuss the offense and how to avoid academic dishonesty in the future. You will need to retake/re-write the assignment/quiz/exam in attempt to master the material. The grade from your revised assignment will be averaged with the 'F' or zero points for the plagiarized assignment. If the 'F' for this assignment affects your ability to pass the course, you will be required to repeat the course. In addition, you will be put on academic probation for the following two semesters.

Second offense: you will receive a grade of 'F' for the course, will be required to meet with the instructor, CN Department Chair, MSDI Director, and CN Committee on Progress and Promotions to discuss the offense and consequences. Dismissal from the program may be warranted. At a minimum, you will be required to repeat the course before graduating. In addition, you will be put on academic probation for the remainder of your program.

Third offense: you will be referred to the Dean's Office of Student Conduct and potentially face formal charges. Students found in violation of the *Policy on Academic Integrity* may be dismissed (expelled) from the program. Incidents of academic dishonesty are cumulative over the course of your academic career at Rush University. If the first offense occurs during a course in the first year of study, and another offense occurs during the second year, the second offense will result in the consequences detailed above regarding second offenses. Students are urged to discuss questions regarding academic integrity with instructors and advisers.

The student can grieve decisions made regarding academic dishonesty issues. Refer to the College of Health Sciences Academic Appeal and Grievance Policy in the University Catalog at www.rushu.rush.edu/rucatalog. Any formal student complaints will be confidential. Students filing a complaint will be free of any retaliation by the department.

Student Professional and Community Service Requirements

Service to the community is an essential part of being a student at Rush. Community service activities are integrated into the curriculum and there are many other opportunities to contribute to health fairs, schools, community centers, shelters, etc.

These include:

- Rush Community Service Initiatives Program (RICSIP) provides students with multiple interdisciplinary opportunities to volunteer.
- RUSH Community Affairs is often seeking speakers or volunteers for cooking demonstrations and health fairs.
- Rush Student Organizations call on students to share their expertise and careers with other disciplines and local organizations/groups.
- Food and Nutrition Services is often asked to provide speakers, cooking demo's, etc. for various organizations.

These opportunities provide essential services to the local community, as well as growth and personal fulfillment for students.

Students are encouraged to join local nutrition-related groups (i.e. Chicago Academy of Nutrition and Dietetics, Chicago-ASPEN) or university organization (i.e. student interest groups) and if possible, seek a committee position and/or board position in these groups.

Student Contact Information

Students are required to provide the university and program with their current address and phone number to facilitate communication of program information.

It is mutually beneficial for alumnae to maintain contact with program faculty after graduation. Program faculty is frequently contacted by employers seeking candidates for positions not necessarily publicized and these are shared with alumnae. Graduates who provide updated contact information after graduation can benefit from many of these networking opportunities. Graduates are also asked to respond to program surveys for program evaluation and improvement.

III. POLICIES AND PROCEDURES/ACEND STANDARD 9.2 & RUSH

Insurance requirements, including those for professional liability. (9.2a)

Students must be covered by health insurance while attending Rush University. At the time of matriculation, Dietetic students are to enroll in the authorized health insurance plan or an equivalent hospitalization insurance plan if unable to provide proof of alternate coverage. The university will provide information on the Academic Health Plans at University Registration and fees are the responsibility of the dietetic student.

For professional liability, dietetic students will be covered under the Comprehensive, Malpractice, and Worker's Compensation Loss Trust Agreement provided by Rush University Medical Center.

Liability for safety in travel to or from assigned areas (9.2b)

Dietetic students are responsible for their own transportation and safety in travel to or from assigned experiential learning activities and program events.

Students are to arrange for transportation to and from experiential learning activities, seminar sites and/or program events as assigned.

Drivers must assume responsibility for proper insurance coverage and safety precautions during travel. Auto insurance is required in the state of Illinois.

Injury or illness while in a facility for supervised experiential learning experiences. (9.2c)

Dietetic students who are injured or become ill during supervised experiential learning activities will be sent to the Emergency Room or private physician as appropriate.

The Preceptors, MSDI Program Director or other authorized personnel will make the clinical judgement to send the dietetic student to seek medical care. The supervising manager on duty will complete an accident report if the dietetic student is injured on the job. The dietetic student will take this form to the Emergency Department.

The dietetic student will be sent to the Emergency Department at their own expense, unless the injury was job related. If the student is injured at an offsite rotation, the student should contact the preceptor at the rotation and the MSDI Program Director. The MSDI Program Director will arrange for medical care. In the event of a crisis situation, call 911 to attend to the emergency.

Drug testing and criminal background checks, if required by the supervised experiential learning facilities. (9.2d)

CHS students are required to complete a background check/drug test at their own expense via CastleBranch two weeks prior to matriculation for admission into the program. Links are provided in the Clinical Nutrition acceptance package.

If additional drug-testing is required for other supervised experiential learning sites, this will be done at the expense of the student.

Requirement that students doing supervised experiential learning must not be used to replace employees. (9.2e)

Supervised experiential learning experiences are for education purposes to promote a high-quality learning experience. Dietetic students are not to replace employees in the food service or clinical areas. If a student suspects that they are being used to replace employees, they must contact the MSDI Program Director immediately.

When students are paid compensation as part of the program, policies must be in place to define the compensation practices. (9.2f)

Students are not paid compensation as part of the MSDI in Clinical Nutrition program.

The process for filing and handling complaints about the program from students and preceptors that includes recourse to an administrator other than the program director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints. (9.2g)

To resolve clinical or academic issues/problems, students require clear guidance on the process. Controversies involving the development of professional competence, course grading or the academic progress of a dietetic student should be reviewed through the grievance procedure in sequential steps from the lowest to highest level of authority. The dietetic student should:

1. Discuss the issue with the instructor or preceptor.
2. If the issue is not resolved, the student should contact the MSDI Program Director.
3. If the issue is not resolved, the student should contact the Chairperson of the department of Clinical Nutrition.
4. The student may then submit a written appeal to the Committee on Academic Progress and Promotion, Department of Clinical Nutrition if still not resolved. The committee will write a written determination to the dietetic student within 5 working days of the hearing.

For issues related to possible program noncompliance with ACEND accreditation standards, students may submit a written complaint directly to ACEND after all other options with the program and institution have been exhausted. Refer to 9.2.h below.

Students filing a complaint will be free of any retaliation by the department.

Any formal student complaints, including resolution of the complaint, will be kept in a locked file cabinet/drawer for a period of seven years.

Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted. (9.2h)

A complaint or grievance that relates to a dietetic program's compliance with the ACEND accreditation standards can be filed with ACEND when appropriate.

ACEND will review complaints that only relate to a program's compliance with the accreditation standards and policies. The ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty or students.

Per the ACEND guidelines, students should only submit complaints directly to ACEND after all other options with the program and institution have been exhausted (9.2.g).

A copy of the accreditation standards and ACEND'S procedure for submission of complaints against programs is available at: www.eatrightpro.org/ACEND. ACEND staff can also be contacted <http://www.eatright.org/acend> by calling: (800) 877-1600, ext. 5400.

If the program grants credit, supervised experiential learning hours or direct assessment for students' prior learning, it must define procedures for evaluating equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence. (9.2i)

The MSDI program does not accept previous supervised experiential learning hours or prior learning experiences from outside of the Rush University Master of Science in Clinical Nutrition - Dietetic Integrated Track curriculum.

Formal assessment of student learning and regular reports of performance and progress. (9.2j)

To facilitate the learning process and contribute to performance improvement, Dietetic students receive regularly scheduled performance evaluations throughout the dietetic program.

The Faculty and Preceptors will:

1. Provide regular feedback to all students in didactic and supervised experiential learning courses every semester.
2. Develop projects assignments, and exams to enhance learning experiences, as well as provide detailed feedback for all assignments via grading rubric, written comments, and/or oral comments.
3. Preceptors will provide ongoing feedback during clinical and FSM rotations.

MSDI Program Director

1. Will meet with each student every semester to discuss progress.
2. Will conduct a formal mid-program evaluation during the summer semester.
3. Review preceptor evaluations and student evaluations.
4. Share feedback with the preceptors and modify the supervised experiential learning using information from the evaluations.

Program retention and remediation procedures; students must have access to remedial instruction such as tutorial support. (9.2k)

The MSDI Director will initiate program retention and remediation procedures when student performance does not meet criteria for progressing in the program.

The MSDI Program Director:

1. Initiate discussion with the dietetic student to facilitate a plan of action for successful completion of the program, including supervised experiential learning activities, assignment work and tutorial support.
2. Attain consensus for the plan and a timeline with the dietetic student.
3. Re-evaluate the Dietetic student to assess achievement of the plan of action.
4. Revise plan of action, as needed, before further program progression toward completion of the program is achieved.

The Dietetic student is expected to complete all required objectives, supervised experiential learning and coursework as agreed upon in the plan of action and timeframes.

Disciplinary/termination procedures (9.2l)

To maintain professional standards as set by the Academy of Nutrition and Dietetics, disciplinary and termination procedures exist.

Failure to follow the code of conduct as established by Rush University Medical Center and the Academy of Nutrition and Dietetics will result in disciplinary action and/or may be cause for dismissal.

The MSDI Program Director will provide policies regarding disciplinary action/dismissal to incoming dietetic students; and initiate disciplinary actions should infractions occur.

Graduation and/or program completion requirements for all tracks and pathways including maximum amount of time allowed for completing program requirements applicable at the time student enrolls (9.2m)

In order to graduate and have the degree conferred, students must:

- Maintenance of a cumulative GPA of 3.0 or higher.
- Successful completion of all didactic coursework.
- Successful completion of all supervised experiential learning hours.
- Successful completion of all requirements of the research experience.
- Passing the Rush University Interprofessional course.
- Completion of a minimum of 16 contact hours of approved professional or community service.
- Students must complete all program requirements within 30 months from the time they began the MSDI program.

Students must complete all program requirements within 30 months from the time they began the MSDI program.

Verification statement requirements and procedures ensuring that all students completing requirements established by the program receive verification statements. (9.2n)

In order to be eligible to take the registration exam administered by the Commission on Dietetic Registration, students must fulfill all requirements of the program to receive a verification statement. Students must complete all program requirements within 30 months from the time they began the MSDI program.

Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student. (9.2o)

For online instruction and online testing, students must use their individual unique University login and password to access the learning management system (Canvas) in order to retrieve all course content, as well as complete and submit all assignments and quizzes/exams.

Withdrawal and refund of tuition and fees, if applicable. (9.2p)

Full withdrawal information can be found at: <https://www.rushu.rush.edu/rush-experience/student-services/office-student-financial-affairs/tuition-refunds-and-waivers>

Tuition Refunds:

If you withdraw or are dismissed from a course or from the University, you are entitled to a prorated refund of tuition through the fifth week. Fees are not refundable. If you withdraw from a course before or during the first calendar week of the term, you will receive a 100 percent refund. Otherwise, refunds will be made as follows:

- During the second week of the term: 80 percent refund
- Third week: 60 percent
- Fourth week: 40 percent
- Fifth week: 20 percent
- After the fifth week: No refund

Program schedule, vacations, holidays and leaves of absence. (9.2q)

The MSDI Program Director will schedule all supervised experiential learning rotations and time requirements for each. Rotation schedules will be provided to students. Activities may be scheduled on weekends as needed.

Students will not be scheduled for rotations during college authorized breaks and holidays. These breaks/vacations coincide with Rush University's academic calendar. Dietetic students are not eligible for vacation times other than scheduled program breaks. Holidays are scheduled in accordance to the RUMC's holiday schedule including: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the following day, and Christmas Day.

If a student needs to miss a day for personal reasons, the following procedure must be followed:

- Submit an electronic request to the MSDI Program Director in advance of requested time off, preferably 5 days in advance.
- The request must include: the date, amount of time, and reason(s) for requested time off.
- If supervised experiential learning hours will be missed, a suggested timeline for rescheduling supervised experiential learning hours must be submitted

Request leave of absence for any necessary extended absence according to academic policy. Refer to the University Catalog on the Rush University website at www.rushu.rush.edu/rucatalog. Requests will be evaluated on an individual basis and granted if schedules and program requirements permit.

Unauthorized absences from scheduled activities of the program may result in disciplinary action. Supervised experiential learning activities missed will be rescheduled, based on individual needs of the student.

The dietetic student is responsible for satisfactory completion of competencies/objectives and experience requirements missed during any absence.

Protection of privacy of student information, including information used for identifying students in distance learning. (9.2r)

Records of current and former dietetic students are stored in a secured locked file with access controlled by the MSDI Program Director; to meet the requirements of the Family Education Rights and Privacy Act of 1974.

The MSDI Program Director will secure all current and former dietetic student files in a locked file cabinet/Rush University approved online system.

Student access to their own student file. (9.2s)

Records of current and former dietetic students are stored in a secured locked file with access controlled by the MSDI Program Director. Former dietetic interns and current dietetic students can inspect and review the individual file kept by the department. They can request an appointment to review their own program files by contacting the MSDI Program Director. The file will then be reviewed in the presence of the MSDI Program Director.

Access to student support services, including health services, counseling and testing and financial aid resources. (9.2t)

A variety of student support services and resources are available to all Rush students. These services are accessible online or in person. These include the following:

- Center for Student Success / 312-942-3660
- Counseling Center / 312-942-3687
- Email/IS issues / 312-942-4357 (HELP)
- Financial Affairs / 312-942-6584
- Financial Aid / 312-942-6256
- Fitness Center / 312-947-2348
- Health Service / 312-942-5878
- Library / 312-942-5950
- McCormick Educational Technology Center (METC) / 312-942-6799
- Office of Student Accessibility Services (and testing) / 312-942-5237
- Student Diversity and Multicultural Affairs / 312-942-0725
- Student Life & Engagement / 312-942-6302

RUSH

a. Dress Code

Dress code policies must be adhered to, to maintain an acceptable professional appearance for assigned work that meets safety and sanitation standards. Professional staff's apparel will remain a matter of individual choice providing the following conditions exist: a safety or sanitation hazard is not created for the staff, patients, or other personnel; there is no demonstrable adverse effect on the ability of the staff or other personnel to perform their jobs; both wearing apparel and personal appearance must be in keeping with the working and professional atmosphere of the area.

Professional staff will conform to department dress code for Food and Nutrition Services Employees when working in Rush service or production areas.

Food and Nutrition Services Professional Staff

1. Clothing:
 - a. Wear approved lab coat.
 - b. Clean and press clothes and lab coat.

- c. Avoid the following clothing styles: denim fabric/blue jeans or jean style, sweatpants and tops, leggings, excessively short skirts, garments with glitter, t-shirts, excessively low-cut tops, tank tops, camisoles, halter, or midriff tops.
2. Badging:
 - a. Wear identification badge according to hospital policy.
 - b. Ensure name and picture are visible in plain view with picture side forward, above the waist.
 - c. Attach badge to clothing or lab coat using the designated clip only; necklace-type or retractable badge holders may not be worn in the food production area.
 3. Hair Covering:
 - a. Wear hair covering for all staff members while in food production or service areas.
 4. Jewelry:
 - a. Staff directly involved in managing or working in food production and service units: jewelry is limited to a watch and a ring; no other personal adornments are permitted in production and service areas.
 - b. Remove decorative jewelry, and body piercing is not allowed in food production or patient-care areas.
 - c. Note: staff working in patient care areas may wear jewelry in keeping with professional dress.
 5. Shoes:
 - a. Wear shoes made of leather or leather-like, no canvas, suede or cloth shoes permitted; shoes must be white, brown, navy or black in color; must be in good repair, clean, polished; covered heel, toe, top of the foot, instep; low heel (1/2" – 1") and non-slip soles required; shoes should be no higher than ankle; above the ankle boots are not permitted; and shoelaces must be tied when working in food production and service areas.
 - b. Wear closed toe shoes with soles that make little noise when walking; and no sandals or open toed shoes should be worn when working in patient care areas.
 6. Fingernails:
 - a. Ensure fingernails are trimmed to 1/8" or less from the tip of the finger; and sculptured/artificial nails and nail polish, including clear, are not permitted in food production or service areas.
 - b. Ensure nails that are professional and conservative; no sculptured nails may be worn in the patient care areas.
 7. Perfume:
 - a. Avoid strong perfume, cologne or aftershave.

When working at sites outside of Rush, students must adhere to department dress code for food service/production and patient care areas for badge, hair covering, jewelry, shoes and fingernails. Dress codes will be provided by the supervised experiential learning site prior to scheduled rotations.

b. Unscheduled absence from supervised experiential learning activities

In the event of illness or emergency, the dietetic student will notify the preceptor and MSDI Program Director at least one hour before the scheduled activity, or as soon as possible, for proper communication and so that supervised experiential learning activities may be rescheduled.

Student should:

1. Contact the preceptor of the assigned rotation, via phone or pager, and inform the preceptor of the absence. The student must speak directly with the preceptor at least one hour before start time, or as soon as possible prior to starting.
2. Call or email the MSDI Program Director to report the absence as well. State the reason for the absence, the unit where assigned and expected return; leave a phone message if needed.
3. Call in daily to Preceptor and MSDI Program Director during absence, until a definite date of return is established.
4. Arrange make up time with the preceptor. Acceptable make-up activities will be determined by the preceptor and approved by the MSDI Program Director.

c. Documentation of Supervised Experiential Learning Hours

Supervised experiential learning hours are documented by the MSDI program director. Students are required to keep a time sheet for each individual supervised experiential learning course. Each time sheet will contain the location of the supervised experiential learning activity, time-in, time-out, and preceptor signature. These hours will be totaled by the program director and then added to additional case-study and simulation hours. Student hours will be closely monitored by the MSDI program director to ensure that the correct number of hours are being completed each semester. If there are any deficiency in student supervised experiential learning hours, the MSDI program director will work directly with the student to ensure the hours are accounted for prior to the start of the next supervised experiential learning course.

IV. GENERAL INFORMATION

Email accounts

The University provides each Rush student with an e-mail account. All department communication via e-mail will use the University e-mail address. It is the responsibility of each student to check e-mail daily for messages.

Pagers

All student will be issued a pager. This pager will facilitate communication between faculty and student and should always be worn by students when scheduled in program activities. Pagers should be signed OUT when off duty and not being covered.

Cell Phones/iPads/Tablets

Students may use these devices during certain clinical rotations for patient care only. Texting, social media, etc. are not permitted. Students found on unauthorized websites, texting, etc. will result in the student not being allowed to use these devices on the units.

V. ESTIMATED PROGRAM COSTS & AWARDS AND SCHOLARSHIPS

Estimated Program Costs

The most current information regarding program cost can be found on the following webpage: <http://www.rushu.rush.edu/finaid/costs> and the University Catalog at <http://catalog.rush.edu> .

The following data are approximate costs for the MS/DI based on the information published on the website above.

Item	Year 1 (September to August) Fall semester, Spring semester, Summer semester 30 credits	Year 2 (September to April) Fall semester, Spring semester ¹ 18 credits
2021-2022		
Tuition	\$28,860	\$17,316
Insurance Allowance	TBD	TBD
Meetings/Seminars	\$100	\$100
Housing	Approximately \$1,500/month ¹	Approximately \$1,500/month ¹
Books/Supplies & Personal Expenses	Textbooks: \$250 ² RD Exam Prep Materials: \$380	Textbooks: \$200 ² Other: \$200
ServSafe certification (if not recently completed)	\$125	

¹ This will vary depending on housing selection and roommates.

²This will vary on the selected elective courses the student takes.

Meetings: Students are expected to attend professional workshops and meetings throughout the year. These will be somewhat dependent on COVID restrictions. Students may also attend the Illinois Dietetic Association Lobby Day in Springfield; costs vary from \$50 - \$100 depending on transportation.

Insurance: Students must maintain hospitalization insurance and provide proof of this coverage at registration. If this is not available, insurance can be obtained at the time of registration.

Students may apply for financial assistance to complete the program. Information is available on the Rush University website.

Awards and Scholarships

Scholarships are awarded from both the College of Health Sciences (CHS) and the Clinical Nutrition (CN) Department of Rush University. These scholarships are awarded either based on financial need or merit/performance in the first or second year of the program. Funds are applied to financial aid (as appropriate). Dollar amounts vary.

Name of Scholarship	Criteria for Award	Date to Apply	Date Awarded	Amount
College of Health Sciences Tuition Award	Financial need. Students must have completed a FAFSA	No application other than application to the program	Beginning of first year	Varies; typically, up to \$6,000*
College of Health Sciences Diversity Scholarship	Scholarship geared toward underrepresented minorities.	No application other than application to the program	Beginning of first year	Varies*
CHS Diversity Leadership Scholarship	Scholarship geared toward underrepresented minorities. Prior leadership experience, good academic performance, community and involvement in extra-curricular activities	No formal application other than application to the program; students eligible may be asked to submit 1-page statement of past leadership and potential for leadership	Beginning of first year	Varies*
College of Health Sciences Golf Funds	Financial need. Students must have completed a FAFSA	No application other than application to the program	Varies; may be awarded throughout the program	Varies from year to year*
Ashley Award	Performance in foodservice rotation in fall of first year	No application. Evaluation by management preceptors	Awarded during seminar during winter quarter of first year	Varies; typically, about \$500*
Barry Award	Performance in clinical rotations in the second year	No application. Evaluation by clinical and nutrition faculty	After staff relief of second year	Varies; typically, about \$1,000*
Pinney Award	Performance throughout the entire MS/DI program	No application. Evaluation by all faculty and fellow students	At program graduation	Varies; typically about \$500*

*Availability of scholarships and amount distributed per scholarship vary depending on available funds

Additional Scholarships: In addition to the scholarships/awards listed above, each student is encouraged to apply for scholarships with the Academy of Nutrition and Dietetics, and if they are members in their home state, with state and district dietetic associations.

Item I:

RUSH UNIVERSITY HONOR CODE

I pledge that my academic, research, and/or clinical work will be of the highest integrity. I shall neither give nor receive unauthorized aid; I shall not represent the work of others as my own; I shall not engage in scientific misconduct, and I shall treat all persons with the greatest respect and dignity, just as the ethical codes of Rush University Medical Center and my future profession demand.

I recognize that behaviors that impede learning or undermine academic, research, and clinical evaluation, including but not limited to falsification, fabrication, and plagiarism, are inconsistent with Rush University values and must be reported.

Implementation of the Honor Code

This Honor Code (from now on referred to as the Code) sets the standards for expected professional behavior within the University and the Medical Center. Commitment to this Code is a shared responsibility of all faculty, staff, and students within the Rush University community to ensure the highest standards of behavior, whether in the classroom, the laboratory, or in the clinical setting, and to ensure that education obtained at Rush provides a sound foundation for each student's future success as an academic, scientific, or healthcare professional.

Code Enforcement

Any violations of this Code or suspicion of student or academic misconduct should be reported to the student's college for further review in accordance with the procedures specified by that college. Each college will be expected to set standards for addressing Honor Code violations and cases of misconduct in a fair and consistent manner that best fits their respective student population. Students refusing to sign must submit a letter to their Dean's office explaining why, and adherence to the Code is required for matriculation, whether or not the document has been signed. The Code may also be enforced for off campus actions when the student is representing himself or herself as a member of the University.

Commitment

I affirm my commitment to this Code and pledge to act with integrity and adhere to the Rush University values of Innovation, Collaboration, Accountability, Respect, and Excellence. I understand that this signed document becomes part of my permanent record, and I must uphold the letter and spirit of this Code throughout my Rush education.

Student Signature and Date

Item II:

PLEDGE OF RESPONSIBILITY

I have received the copy of the Rush MSDI in Clinical Nutrition Program Student Handbook/Class of 2025 including the Student Policy and Procedures. I am responsible for reading and understanding all the details and following all the guidelines listed here. This also includes the expectations for professional behavior.

I have reviewed and am responsible for understanding and following the Rush University (RU) Catalog at <http://catalog.rush.edu> -this includes sections within Rush University (Sections: About Rush, Campus Information, Academic Policies and Tuition and Financial Aid), the College of Health Sciences and the Department of Clinical Nutrition.

Student Signature and Date, Upon Completion
Orientation Week
Submit to MSDI Program Director

Item III:

RUSH UNIVERSITY ASSUMPTION OF RISK FOR STUDENTS

Rush University (“Rush”) (inclusive of the Colleges within) and its Clinical Partners provide opportunities for students enrolled in health sciences programs at Rush to engage in learning experiences and, as applicable, participate in on-campus and clinical experiences, including but not limited to clinical rotations (“Clinical Programs”). Students returning to campus, engaging in learning experiences and participating in Clinical Programs (referred to herein as “Students”) knowingly and voluntarily subject themselves to certain risks related to healthcare education.

In light of the novel coronavirus, COVID-19, Rush and its Clinical Partners are taking certain new precautions and ensuring that all Students are aware of the potential risks inherent to returning to campus, attending classes or other learning experiences, and participation in Clinical Programs. Students voluntarily and willingly assume certain risks in returning to campus, attending classes, and participating in and completing Clinical Programs, which are completed for their own benefit.

COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine for COVID-19. COVID-19’s highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may asymptomatic for a period of time or may never become symptomatic at all. Because of its highly contagious and sometimes “hidden” nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. Aware of the foregoing, I am voluntarily returning to the campus of Rush and/or Clinical Partners.

There is a potential risk inherent in returning to campus, attending classes or other learning experiences, and/or participating in Clinical Programs. Students may be exposed to and/or care for patients who are ill with infectious diseases, and as a result may be at heightened risk for contracting infectious diseases, including COVID-19. Students may also be exposed to infectious disease, including COVID-19, through exposure from other members of the Rush community, including students, faculty, staff and patients. Students will be required to comply with any and all safety precautions and guidelines set forth by Rush, and for Students who are participating in Clinical Programs (referred to herein as “Student Participants”), additional safety precautions and guidelines set forth by Rush and/or the Clinical Partner at which the Student is completing a Clinical Program. Such precautions and guidelines may be updated at any time. In particular, Student Participants who are working with or around patients who have or may have COVID-19 (e.g., Student Participants who work in a “COVID19 wing”), or who have been otherwise directed to do so by Rush or a Clinical Partner, are required to wear personal protective equipment (“PPE”). Student Participants are solely responsible for notifying the Clinical Partner and Rush (through the relevant Program Director or supervising faculty member) if PPE has not been provided. Student

Participants are solely responsible for using PPE correctly, and for following any other requirements set forth by Rush and/or Clinical Partners. Student Participants are also required to comply with any best practices related to the provision of health care generally (e.g., hand-washing, mask wearing, and social distancing), and related to the transmission of infectious diseases, including COVID-19, specifically, and are solely responsible for asking Rush and/or Clinical Partners for any further guidance necessary related to such best practices. PPE and other precautions cannot fully eliminate the risk of transmission of infectious disease. Student Participants are required to report to Rush and the Clinical Partner, if relevant, known or suspected exposure to COVID-19, and to report any symptoms of COVID-19 (e.g., acute respiratory illness; signs of a fever).

All Students are ultimately responsible for their own health. Rush stands ready to assist any Student, as requested, in complying with these requirements.

All Students must acknowledge these responsibilities and the inherent risks of returning to campus, engaging in learning experiences and attending class, and participating in Clinical Programs prior to resuming such participation.

IN CONSIDERATION of being given the opportunity to return to campus, engage in and attend class or other learning experiences, and/or complete Clinical Programs at Rush University and its Clinical Partners, I understand and acknowledge the following:

- 1) There is potential risk inherent in returning to campus, attending classes or other learning experiences, and/or participating in Clinical Programs. I understand and acknowledge that I may be around and/or care for individuals that are ill and therefore may be exposed to diseases known or unknown, including but not limited to COVID-19. I am willing to assume that risk.
- 2) My return to campus and/or participation in the Clinical Program is to benefit my knowledge, experience and improve my abilities and therefore purely voluntary on my part.
- 3) I assume responsibility for complying with any safety guidelines set forth by Rush University (and the Colleges within), Rush University Medical Center, and/or a Clinical Partner, including as related to the use of personal protective equipment (“PPE”). I acknowledge that the use of PPE and other safety precautions, such as handwashing, does not fully eliminate any risk inherent to returning to campus, attending classes or other learning experiences, and participation in the Clinical Program. I acknowledge that I should not return to campus if I cannot comply with the safety guidelines set forth by Rush related to presence on campus and attendance in class, academic events, or other learning opportunities. I acknowledge that if I am participating in a Clinical Program, I am responsible for informing both Rush University (through the relevant Program Director or supervising faculty member) and the Clinical Partner at which I am completing a Clinical Program if I lack the necessary PPE or cannot for any reason comply with safety precautions. I voluntarily assume this responsibility and the related risk.
- 4) If I believe I have been exposed to someone who tested positive for COVID-19 or experience symptoms associated with COVID-19, I understand that I should not come to campus, except to

seek medical care, attend any classes or other academic events, or attend my Clinical Program. I understand that in the event I am injured or ill in relation to exposure to illness on campus, I am responsible for notifying the relevant Program Director or supervising faculty member at Rush University. I understand that in the event I am injured or ill in relation to the activities I engaged in during the Clinical Program, I am responsible for notifying the relevant Program Director or supervising faculty member at Rush University. I further understand that I will be responsible for the costs associated with any such exposure, illness, or injury, to include any follow up care that might be needed. I voluntarily assume this responsibility.

5) I understand that Rush is planning a flexible model of instruction, including for Clinical Programs, and may provide fully online and/or remote instruction if necessary. Under this flexible model, Rush currently intends that instruction will be a hybrid of in-person and online modalities; however, the model is designed to pivot to a fully online/remote modality if necessary to help ensure health and safety of the Rush community, in line with recommendations from public health entities.

I understand that compliance with the expectations set forth in this document is an educational responsibility with which I, as a student at Rush, and a professional responsibility with which I, as a future licensed healthcare worker, agree to abide. I am freely and voluntarily entering into this assumption of risk.

Student's Signature: _____

Student's Name (print): _____

Date: _____

Item IV:

2024-2025 Academic Calendar Dates	
Monday September 2, 2024	No Class: Labor Day
Tuesday September 3, 2024	Fall Term Begins
November 28-29, 2024	No Class: Thanksgiving Recess
December 15, 2024 – January 5, 2025	Semester Break
Monday January 6, 2025	Spring Term Begins
Monday January 20, 2025	No Class: MLK, Jr. Day
March 3 – March 9, 2025	Spring Break
April 27 – May 11, 2025	Semester Break
Saturday May 3, 2025	Commencement
Monday May 12, 2025	Summer Term Begins
Monday May 26, 2025	No Class: Memorial Day
Friday July 4, 2025	No Class: Independence Day
August 23 – September 2, 2025	Semester Break
Monday September 2, 2025	No Class: Labor Day
Tuesday September 2, 2025	Fall Term Begins

For questions or clarifications, please contact:

Mark McInerney, DHSc, RD, LDN
Director, MSDI Program
[Mark c McInerney@rush.edu](mailto:Mark_c_McInerney@rush.edu)
312-563-0990

Sarah Peterson, PhD, RD
Program Director, Department Clinical Nutrition
[Sarah Peterson@rush.edu](mailto:Sarah.Peterson@rush.edu)
312-942-7845