

**Queens College**  
**Nutrition and Dietetics**  
**Student Handbook**

Students accepted into Queens College must also apply for acceptance into the Nutrition and Dietetics Program. Please go to our webpage for further instructions:  
<http://www.qc.cuny.edu/Academics/Degrees/DMNS/fnes/Programs/Pages/Dietetics.aspx>

## Queens College Didactic Program in Dietetics

### DEPARTMENT and PROGRAM MISSIONS

**Family, Nutrition, and Exercise Sciences (FNES) department:** to prepare individuals to assume leadership roles in family and consumer sciences; to create new knowledge through research and in-depth study of the respective disciplines; and to apply current knowledge to enhance the health and well being of individuals, families, and communities in an increasingly global society.

**Nutrition and Dietetics Program:** to impart knowledge and develop in dietetics students the ability to solve problems and think critically.

### PROGRAM DESCRIPTION

- The Department of Family, Nutrition, and Exercise Sciences of Queens College of The City University of New York (CUNY) offers a Nutrition and Dietetics Program. This program is based on *The Standards of Education* of the Accreditation Council for Education in Nutrition and Dietetics (ACEND), *The Standards of Practice* of the Academy of Nutrition and Dietetics (AND) along with the goals of the FNES Department.
- The curriculum consists of 24 classes (79 credits) including biology, chemistry, psychology, nutrition, medical nutrition therapy, food service management and family and consumer science courses. Upon completion of the curriculum and earning a bachelor's degree (B.S. in Nutrition and Dietetics) students will be eligible to start an ACEND approved Dietetic Internship for which they have applied and been accepted into.

### ADVISEMENT

- For Admission to Queens College

To apply to Queens College: [www.qc.cuny.edu/admissions](http://www.qc.cuny.edu/admissions) Jefferson Lobby, 718 997-5600

- Nutrition and Dietetics Advisement

#### **Program Director:**

Patricia Miner, PhD, RD, CDN, Remsen Hall, room 306 (B) [patricia.miner@qc.cuny.edu](mailto:patricia.miner@qc.cuny.edu), 718 997-4152.

Nutrition and Dietetics (N&D) major requires a 3.0 GPA for admission. To be accepted into the N&D program you must be accepted into Queens College and apply for acceptance into the N&D program. The Nutrition and Dietetics application can be found on our website:

<http://www.qc.cuny.edu/Academics/Degrees/DMNS/fnes/Programs/Pages/Dietetics.aspx>

#### **Faculty Advisors**

Clare Consiglio, MEd, Remsen Hall, room 306 (F) [clare.consiglio@qc.cuny.edu](mailto:clare.consiglio@qc.cuny.edu) 718 997- 4149

Sungeun Choi, PhD, RD, Remsen Hall, room 305 (A) [sungeun.choi@qc.cuny.edu](mailto:sungeun.choi@qc.cuny.edu) 718 997- 4169

#### **Department Secretary:**

Mrs. Vivian Cheung ([vivian.cheung@qc.cuny.edu](mailto:vivian.cheung@qc.cuny.edu) or at 718 997-4475)

- General Advisement

For information about college wide general education requirements speak with an advisor in the Academic Advisement Center, Kiely 217.

- Health Professions Advisement

Students planning on a career in medicine, dentistry, optometry, podiatry, chiropractic, physical therapy, nursing and veterinary medicine see the college's pre-health professions advisor, Valli Cook; Science Building, B338, (718) 997-5554, [valli.cook@qc.cuny.edu](mailto:valli.cook@qc.cuny.edu)

## **NUTRITION and DIETETICS CURRICULUM**

### **FAMILY AND CONSUMER SCIENCES CORE REQUIREMENTS**

Introduction to Family and Consumer Sciences		FNES 106	3cr.
Family Relations		FNES 147	3cr.
Family as Consumers		(L)FNES 151	3cr.
Seminar in Family and Consumer Sciences	(prereq. FNES 106 & 18 crs. in FCS)	FNES 380	1cr.

### **FOOD SCIENCE, NUTRITION AND INSTITUTIONAL MANAGEMENT REQUIREMENTS**

Science of Foods		FNES 101	3cr.
Social, Cultural and Economic Aspects of Foods		FNES 104	3cr.
Meal Planning & Meal Management	(prereq. FNES 101)	FNES 203	3cr.
Nutrition I	(prereq. Chem. 102.3&102.1, PSYCH 107)	FNES 263	3cr.
Nutrition II	(prereq. FNES 263)	FNES 264	3cr.
Institutional Management	(prereq. FNES 101)	FNES 275	3cr.
Experimental Food Science	(prereq., FNES 101, FNES 263, PSYCH 107)	FNES 307W	4cr.
Nutrition Education	(prereq. FNES 263)	FNES 337(S)	3cr.
Nutrition Counseling and Assessment	(pre or co-req FNES 264, Chem.103.3&103.1)	FNES 365(F)	3cr.
Medical Nutrition Therapy	(prereq. Chem.103.3&103.1, FNES 264 & 365)	FNES 366(S)	3cr.
Life Cycle & Community Nutrition	(prereq Bio 43, prereq or co-req FNES 264)	FNES 368(S)	3cr.
Quantity Food Purchasing, Production & Equipment	(prereq. FNES 203 & 275)	FNES 378	3cr.

### **PSYCHOLOGY REQUIREMENTS**

General Psychology		(L)Psych 101	4cr.
Statistical Methods		(L)Psych 107	4cr.

### **SCIENCE REQUIREMENTS**

Basic Chemistry		*(L)Chem101.3/101.1	4cr.
Basic Organic Chemistry	(prereq. Chem. 101.3&101.1)	*(L)Chem.102.3/102.1	4cr.
Basic Biochemistry	(prereq. Chem. 102.3&102.1)	Chem.103.3/103.1	4cr.
Introduction to College Biology		*(L) Bio. 11	4cr.
Anatomy & Physiology	(prereq. Bio. 11 and Chem. 102.3&102.1)	Bio.43	4cr.
Food and Human Microbiology	(prereq. Bio 11 and Chem. 102.3&102.1)	Bio.44	4cr.

\*Alternative Courses: CHEM. 113 = CHEM. 101.3&101.1; CHEM 251/252 = CHEM 102.3&102.1;

BIO. 105/108 = BIO 11 (F) Fall only; (S) Spring only

(L) LASAR-Liberal Arts and Sciences Area Requirement

## Prerequisite Course Sequencing

1. Chem101→Chem102 & Psych 107→FNES 263→FNES 264 & Chem103 & FNES 365 → FNES 366  
↓  
FNES 337  
FNES 368 (Bio 43 prerequisite also needed)  
FNES 307 (FNES 101 prerequisite also needed)
2. FNES 101→ FNES 203 & FNES 275→ FNES 378
3. Bio11 & Chem102→ Bio 43 and Bio 44
4. FNES 106→FNES 380 (prerequisite of 18 credits completed in major also needed)
5. No prerequisites required for FNES 101,104,106,147,151, Psych 101, Psych 107, Bio 11, Chem 101

## Credits for Fieldwork

FNES 371, 372, (for one or two credits) are an option during the student's junior and/or senior year. A Fieldwork course is not required though it does allow students to increase on the job critical thinking skills while obtaining volunteer experience. See Dr. Robila for details, FNES Department, Remsen 306.

## SAMPLE DIETETICS PLAN OF STUDY

The 120 total credits needed to earn a bachelor's degree which includes general education credits are not incorporated into this Nutrition and Dietetics plan of study.

### **Year 1**

<u>Fall</u>		Credit Hours
FNES 101	Science of Foods	3
FNES 106	Introduction to Family and Consumer Sciences	3
PSYCH 107	Statistical Methods	4
CHEM 101.3/101/1	Basic Chemistry	<u>4</u>
		14
<u>Spring</u>		
FNES 203	Meal Planning and Meal Management	3
FNES 151	Family as Consumers	3
BIO 11	Introduction to College Biology	4
CHEM 102.3/102.1	Basic Organic Chemistry	<u>4</u>
		14

### **Year 2**

<u>Fall</u>		
FNES 263	Nutrition I	3
BIO 43	Anatomy and Physiology	4
FNES 104	Social, Cultural and Economic Aspects of Foods	3
FNES 147	Family Relations	<u>3</u>
		13
<u>Spring</u>		
FNES 264	Nutrition II	3
FNES 275	Institutional Management	3
FNES 337	Nutrition Education	3
CHEM 103.3/103.1	Basic Biochemistry	<u>4</u>
		13

### **Year 3**

<u>Fall</u>		
FNES 365	Nutrition Counseling and Assessment	3
FNES 378	Quantity Food Purchasing, Production & Equip	3
FNES 307W	Experimental Food Science	4
FNES 380	Seminar in Family and Consumer Sciences	<u>1</u>
		11
<u>Spring</u>		
FNES 366	Medical Nutrition Therapy	3
FNES 368	Life Cycle and Community Nutrition	3
BIO 44	Food and Human Microbiology	4
PSYCH 101	General Psychology	<u>4</u>
		14

## **COURSE DESCRIPTIONS**

### **FNES Courses**

**FNES 101. The Science of Foods. 2 class hr., 3 lab. hr.; 3 cr.** Chemical and physical properties of foods that affect handling, preparation, and storage. MATERIAL charge, \$75. **Fall, Spring**

**FNES 104. Social, Cultural, and Economic Aspects of Foods. 3 hr.; 3 cr.** Multidisciplinary study of world food patterns and nutritional implications in various cultures. **Fall, Spring**

**FNES 106. Introduction to Family and Consumer Sciences. 3 hr.; 3 cr.** Provides an introduction to the profession, its history and philosophy. Special emphasis will be placed on the distinct areas of the profession and the ways in which individual specializations are related and integrated. This course is open to majors and non-majors. As it provides an introduction to the profession, it should be taken as early in their college program as possible by those who anticipate majoring in family and consumer sciences. **Fall, Spring**

**FNES 147. Family Relations. 3 hr.; 3 cr.** Interpersonal relations in contemporary American marriage and family life. Topics include dating, courtship, sex attitudes and behavior, family preplanning, communication, marital conflict, the unmarried, and elements of a successful marriage. **Fall, Spring**

**FNES 151. The Family and Consumer Studies.**

**3 hr.; 3 cr.** A study of consumer issues as they affect the family, with special emphasis on cultural, social, psychological, and economic factors influencing consumer behavior; consumer rights and responsibilities; and public policy issues. **Fall, Spring**

**FNES 203. Meal Planning and Meal Management. 2 class hr., 3 lab. hr.; 3 cr.** Prereq.: FNES 101, or permission of the department. Understanding the meaning of foods in family meals, and basic principles of meal planning, preparation, and service effectively using money, time, and energy. MATERIAL charge, \$75. **Fall, Spring**

**FNES 263. Nutrition I. 3 hr.; 3 cr.** Prereq.: CHEM 102, Psychology 107. A study of carbohydrate, lipid, protein, and energy requirements; the utilization of nutrients in the body; and the application of nutritional principles. **Fall, Spring**

**FNES 264. Nutrition II. 3 hr.; 3 cr.** Prereq.: FNES 263. A study of vitamin and mineral requirements; the utilization of nutrients in the body; and the application of nutritional principles. **Fall, Spring**

**FNES 275. Institutional Management. 3 hr.; 3 cr.** Prereq.: FNES 101. An overview of the food service industry, and of theories and strategies of management. Topics to be discussed include staff selection and supervision, budget development, resource allocation, marketing and merchandising, and sanitation and safety. **Fall, Spring**

**FNES 307W. Experimental Food Science. 5 hr.; 4 cr.** Prereq.: FNES 101 and 263, PSYCH 107. Techniques in food experimentation. The completion of an individual food study requiring interpretation and evaluation of results. MATERIAL charge, \$75. **Fall, Spring**

**FNES 337. Nutrition Education. 3 hr.; 3 cr.** Prereq.: FNES 263. An overview of nutrition education that explores the settings in which nutrition education is carried out, introduces nutrition students to learning theory, and reviews techniques and resources for teaching nutrition. Students learn to assess the needs of different learner groups and select and evaluate appropriate nutrition education materials. **Spring**

**FNES 365. Nutrition, Counseling, and Assessment. 3 hr.; 3 cr.** Coreq.: CHEM 103 and FNES 264. Introduction to nutrition assessment, counseling, and other components of medical nutrition therapy. **Fall**

**FNES 366. Medical Nutrition Therapy. 3 hr.; 3 cr.** Prereq.: FNES 264 and 365. Nutrition and dietary principles for pathological conditions. **Spring**

**FNES 368. Life Cycle and Community Nutrition. 3 lec. hr.; 3 cr.** Prereq.: BIOL 043; prereq. or coreq.: FNES 264. Special problems in nutrition, including needs during the different stages of life, current research, international nutrition, public health aspects, laws, dissemination of information, and nutrition quackery. **Spring**

**FNES 378. Quantity Food Purchasing, Production, and Equipment. 3 hr. and practicum; 3 cr.** Prereq.: FNES 203 and 275. This course includes institutional menu planning and purchasing, inventory control, production, and distribution. Topics will include layout and design, equipment selection, and compliance with codes and standards. **Fall, Spring**

**FNES 380. Seminar in Family and Consumer Sciences. 1 hr.; 1 cr.** Prereq.: FNES 106 and junior standing with a minimum of 18 credits in family and consumer sciences. An overview of the profession including its scope, trends, and new developments. **Fall, Spring**

## **Psychology Courses**

**PSYCH 101. General Psychology. 4 hr.; 4 cr.** An introduction to the chief facts, principles, methods, and theories of psychology. Topics discussed include the history of psychology, sensory and perceptual processes, motivation and emotion, behavior development, learning and cognition, psychometrics, personality, psychopathology, and social behavior. Not open to students who have taken PSYCH 102 (currently on reserve). This course requires a research experience of up to 5 hours. This experience can consist of participation in research studies or short written reports of published psychological research. **Fall, Spring**

**PSYCH 107. Statistical Methods. 4 lec./lab. hr.; 4 cr.** Prereq.: Demonstration of current mathematical competency equivalent to 2-1/2 years of high school mathematics as defined by performance on the Queens College Mathematics Placement Exam. This mathematics prerequisite may also be fulfilled by evidence of satisfactory completion of one or more of the following courses: MATH 110 or 122 (or their equivalents). Data reduction, analysis, and reporting of frequency distributions, curve fitting, correlation, estimation, and hypothesis testing on evidence from one, two, and three or more samples and from factorial designs including interaction. **Fall, Spring**

## **Science Courses**

**CHEM 101.3. Basic Chemistry. 2 lec., 1 rec. hr.; 3 cr.** Coreq.: CHEM 101.1. The first of a three-semester sequence intended for students planning careers in allied health fields such as nutrition, dietetics, and nursing or in elementary education. This course is also useful as an overview for students with limited exposure to chemistry or physics before enrolling into CHEM 113.4. Topics include the scientific method, elements and chemical compounds, the phases of matter, chemical reactions and stoichiometry, chemical dynamics, solution chemistry, and nuclear chemistry. The relationship between chemistry and society is discussed. **Fall, Spring, Summer**

**CHEM 101.1. Basic Chemistry Laboratory. 3 lab. hr.; 1 cr.** Prereq. or coreq.: CHEM 101.3. Introduction to techniques used to measure substances, to separate substances from a mixture, and to follow physical and chemical changes during chemical reactions with emphasis placed on direct observation. **Fall, Spring, Summer**

**CHEM 102.3. Basic Organic Chemistry. 2 lec., 1 rec. hr.; 3 cr.** Prereq.: A grade of C or better in CHEM 101.3 and 101.1 (or 113.4 and 113.1 or 114.4 and 114.1). Coreq.: CHEM 102.1. The second of a three-semester sequence intended for students planning careers in allied health fields such as nutrition, dietetics, and nursing. This course represents a one-semester survey of organic chemistry with a focus on the areas of organic chemistry that are fundamental to understanding the chemical reactions that occur in living systems. Not open to majors in the chemistry, biochemistry, and chemical education concentrations. **Fall, Spring**

**CHEM 102.1. Basic Organic Chemistry Laboratory. 3 lab. hr.; 1 cr.** Prereq.: A grade of C or better in CHEM 101.3 and 101.1 (or CHEM 113.4 and 113.1 or CHEM 114.4 and 114.1). Prereq. or coreq.: CHEM 102.3. Introduction to organic chemical techniques and synthesis of selected organic molecules with functional groups that are important in biology and nutrition. **Fall, Spring**

**CHEM 103.3. Basic Biochemistry. 2 lec., 1 rec. hr.; 3 cr.** Prereq.: A grade of C or better in CHEM 102.3 and 102.1; coreq.: CHEM 103.1. The third of a three-semester sequence intended for students planning careers in allied health fields such as nutrition, dietetics, and nursing. This course presents a study of the structure, properties, and metabolism of the major groups of biological importance, with special emphasis on the role of those compounds required in diet. Not open to majors in the chemistry, biochemistry, or chemical education concentration. **Fall, Spring**

**CHEM 103.1. Basic Biochemistry Laboratory. 3 lab. hr.; 1 cr.** Prereq.: A grade of C or better in CHEM 102.3 and 102.1. Prereq. or coreq.: CHEM 103.3. Introduction to a variety of basic biochemical methods including enzymology, colorimetry, and chromatography used to examine metabolic processes. **Fall, Spring**

**BIOL 011. Introduction to College Biology. 3 lec., 3 lab. hr.; 4 cr.** A general introduction to biology in the areas of cell biology, genetics, development, vertebrate physiology, ecology, and evolution. No previous knowledge of biology or chemistry assumed. For students in all areas, including physical education majors and prospective biology majors who have not had previous high school biology or chemistry courses. Not open to students who have taken BIOL 008, 009, or the equivalent, except with permission of the chair. This course is designed for non-science majors and may not be used to fulfill biology major or minor requirements. **Fall, Spring, Summer**

**BIOL 043. Anatomy and Physiology. 2 lec., 1 rec., 3 lab. hr.; 4 cr.** Prereq.: A grade of C or better in BIOL 011 or 106; and CHEM 102. Functional and descriptive anatomy and physiology of the human and other mammals, emphasizing practical aspects. May not be used to fulfill biology major or minor requirements. **Fall, Spring and Summer**

**BIOL 044. Food and Human Microbiology. 2 lec., 1 rec., 3 lab. hr.; 4 cr.** Prereq.: BIOL 011 or 107; and CHEM 1102 or the equivalent. The student will be introduced to general microbiology. Emphasis will be placed on the microbiology of food and human disease and immunology. The laboratory will deal with the characteristics of microorganisms and their role in the preparation of food. May not be used to fulfill biology major or minor requirements. **Fall, Spring**

**Formal Assessment and Achievement of Student Learning**

- Student learning is assessed by the grades earned on exams and class assignments as outlined in each course syllabus.
- Grade and Grade Point Average (GPA) Equivalencies at Queens College:

		GPA			GPA			GPA			GPA
A+	97-	4.0	B+	87-89	3.3	C+	77-79	2.3	D+	67-69	1.3
A	93-96	4.0	B	83-86	3.0	C	73-76	2.0	D	60-66	1.0
A-	90-92	3.7	B-	80-82	2.7	C-	70-72	1.7	F	<60	0.0

- Students are expected to read the chapters and any other required material prior to each class. For every hour of class time it is expected students will devote a minimum of 2 hours of study time (ex., a 12 hour per week course load will require 24 hours of study time per week, every week).
  - To improve your study skills you can participate in free workshops at the Academic Support Lab, 718 997-5670, Kiely 227. <http://qcpages.qc.cuny.edu/asc/>
  - To improve your writing skills the Writing Center offers individual tutoring; 718 997-5676, Kiely 229. <http://qcpages.qc.cuny.edu/Writing/helpwriting.htm>

Students for whom English is not their native language can contact the English Language Institute (ELI); 718 997-5670, Kiely 227.  
<http://www.qc.cuny.edu/pcs/Programs/EnglishLanguage/Pages/default.aspx>

- Full-time students should limit their paid work to 16 hours or less per week.

**Employment Opportunities with a 4 Year Degree in Dietetics**

You can obtain employment in nursing homes, hospital food service and government agencies as diet aides, supervisors, managers and research assistants.

**Information about becoming a Registered Dietitian**

**What is a Registered Dietitian?**

Registered Dietitians (RD) are food and nutrition experts.

“The RD has met the minimum academic and professional requirements to qualify for the credential RD. The majority of RDs work in the treatment and prevention of disease (administering medical nutrition therapy, often part of medical teams), in hospitals, HMOs, private practice or other health-care facilities. In addition, a large number of RDs work in community and public health settings and academia and research. A growing number of RDs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs.”  
 (http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8142)

## How do you become a Registered Dietitian?

### 1. Academic Requirements

- a. **Earning a Bachelor's degree**
- b. **Completing the Nutrition and Dietetics curriculum;**
  - Earning an overall GPA of 3.0 or better
  - With a C or better in all courses required for the Dietetics major, including all required prerequisite courses before advancing to the next level course.
  - There is no maximum time allotted to complete the program requirements.
- c. **Verification Statement**
  - Completion of a. and b. will earn you a Verification Statement though it may be denied if a student receives an Academic and/or Disciplinary Sanction due to academic dishonesty.
  - Second bachelor degree students need to email Dr. Miner during their last semester informing her they will be completing the Nutrition and Dietetics curriculum to ensure a Verification Statement is sent to them. They do not need to earn another bachelor's degree from Queens College to be granted a Verification Statement.
  - Verification Statements will be mailed to all students between 8-12 weeks of the date of their graduation or completion of the Nutrition and Dietetics curriculum.

### 2. Dietetic Internship (DI)

- To enter a DI you must apply and be accepted into an Academy of Nutrition and Dietetics accredited DI. DI Directors require a Verification Statement and may require some courses be retaken if the Verification Statement is  $\geq 5$  years old.
- Internships consist of 1200 hours of supervised learning experiences. Internships cost a \$6000 or more, except for the US Army and Air Force. Go to the AND website ([www.eatright.org](http://www.eatright.org)) for a list of all the Dietetic Internships in the United States. More information can be obtained from [allaccessinternships.com](http://allaccessinternships.com)
- Internships are highly competitive with only ~50% of students who apply nationwide achieving acceptance into a DI each year. Based on our current statistics to be competitive a student's overall GPA of  $\geq 3.3$  and volunteer or work experience are necessary. Successful completion of the Dietetics program does not guarantee acceptance into a Dietetic Internship.

### 3. Registered Dietitian (RD) Exam

- Once you complete the Dietetic Internship you may apply to take the national registration examination from the AND's Commission on Dietetic Registration (CDR). When you pass the exam you may then use the RD credential after your name.
- Once you pass the registration exam you should also apply to the New York State Education Department for Certification as a Dietitian/Nutritionist (CDN).
- It is recommended that students planning on becoming Registered Dietitians (RD) retain their notes from all DPD courses, particularly FNES 101, 104, 203, 263, 264, 275, 307W, 337, 365, 366, 368, 378, 380, Chem 103, Bio 43, and Bio 44 to use as a review for the RD exam. This can be supplemented with taking a formal review course (i.e., Jean Inman: [inmanassoc.com](http://inmanassoc.com) or Breeding & Associates: [dietitianworkshops.com](http://dietitianworkshops.com) or [visualveggies.com](http://visualveggies.com)).
- Computerized sample of RD review questions are available through the Academy of Nutrition and Dietetics products webpage ([eatright.org](http://eatright.org)).

### Salary and Job Outlook Dietitians and Nutritionists (Bureau of Labor and Statistics)

Median Pay (2010)	\$53,250 per year full-time/ \$25.60 per hour
Entry Level Education	Bachelor's degree with Internship
Number of Jobs	64,400
Job Outlook	20% faster than average
Job Growth	+12,700 jobs 2010-2020

<http://www.bls.gov/ooh/Healthcare/Dietitians-and-nutritionists.htm>



### **How can I find volunteer and work experience in dietetics?**

- Volunteer positions are available in:
  - The Queens College Vegetable and Herb Garden (contact Professor Consiglio)
  - Local nursing homes and hospitals
  - Community sites, such as; WIC, Head Start, farmer's markets, cooperative extensions, meal delivery programs (ex., meals on wheels, God' Love We Deliver, City Harvest, HIV programs)
- For more updates:
  - Facebook.com/qcFNES
  - NY\_RD\_News-subscribe@yahoogroups.com (Email them saying "Please subscribe.")
  - [www.Nutritionjobs.com](http://www.Nutritionjobs.com), [www.justfood.org](http://www.justfood.org)
- The dietetic internship applications require you to record your volunteer and work hours per week (and total number of weeks worked) or total hours, the name and address of the facility, supervisor's name, title, work email, and work phone number.

### **Is networking and community participation an important aspect in advancing my career?**

- Yes, working with others broadens your experience and allows others to learn of your strengths. This can be done by being active in a FNES club, as a member of the Academy of Nutrition and Dietetics (AND), as well as performing exceptionally well in class group projects and during your volunteer and work experiences.
  - **Dietetics Club**
    - [www.facebook.com/group.php?gid=173687625552](http://www.facebook.com/group.php?gid=173687625552)
  - **Phi Upsilon Omicron** (Family and Consumer Sciences Honors Society)
    - junior status and GPA of 3.0 required
  - **Academy of Nutrition and Dietetics Member**
    - [www.eatright.org](http://www.eatright.org)

### **Disciplinary/Termination Procedures**

- **Retention in the program:**
  - A grade of C or higher must be obtained in all courses within the Nutrition and Dietetics Program. If a grade below C is earned a student may repeat each of the DPD courses once. If a grade below C is earned upon repeating the course the student must change their major.
  - At the end of each Fall and Spring semester students with a GPA of less than 2.0 are automatically placed on academic probation by the Undergraduate Scholastic Standards Committee (USSC). While on probation a student cannot register for more than 13 credits. If over the next semester (not including Winter or Summer session) if a student earns a cumulative GPA above 2.0 they will be removed from academic probation. Additional information can be obtained at the USSC office in Frese Hall.
- **Academic Dishonesty**

"Academic dishonesty is one of the most serious offenses within the academic community. Acts of academic dishonesty include but are not limited to, plagiarism and/or cheating on exams and papers, sabotage of research materials, the purchase or sale of academic papers, and the falsification of records. Any student who engages in an activity that is academically dishonest is subject to academic and/or disciplinary sanctions" (QC Bulletin, p61).  
<http://www.qc.cuny.edu/Academics/Documents/115980.pdf>

### **Policies and Procedures**

- **Evaluation of transfer credits:**
  - Admissions will evaluate all courses taken at another institution. Up to 75 credits can be transferred, including 12 credits from a non-accredited institution. Your transfer credits approved by the Queens College Office of Admissions must be conveyed to the Dietetics Program Director. Only dietetics equivalent courses with a grade of C or better will be accepted for transfer credit by into the Nutrition and Dietetics Program.
  - Credit is not given for prior experience.

- Students who have completed a Bachelor's degree at an international university must complete a course-by-course evaluation of their foreign transcript by an approved American Dietetic Association agency. An example is World Education Services ([www.wes.org](http://www.wes.org)). To view a more extensive list of approved agencies go to the AND website <http://www.eatright.org/ACEND/content.aspx?id=9725>
- We have articulation agreements with Suffolk Community College and LaGuardia Community College. Credits within their Dietetic Technician programs have been previously approved for transfer credit. Further information can be obtained by emailing [patricia.miner@qc.cuny.edu](mailto:patricia.miner@qc.cuny.edu)
- **Early (pre) Registration**
  - Pre-registration is available to FNES students for Nutrition and Dietetics FNES, Biology, and Chemistry curriculum courses. Only students who have declared their major with FNES can pre-register.
  - Early registration is in October for the spring semester courses.
  - Early registration is in March for the summer and fall semester courses.
  - Check your QC email for notification or visit the FNES office, Remsen 306. Forms requesting your first and second choice of courses must be filled out by you and returned to the department by the stated due date. If you are late for early registration you most likely will not be able to be placed into the classes you require.
  - Nutrition and Dietetics Psychology courses, as well as general education requirements and electives must be registered on-line on or after your registration date assigned to you by the Registrar's office.
- **Computer Lab**
  - The computer lab located in Remsen Hall, room 308 is for FNES students only.
  - Copies can be printed in the computer lab at .10 per copy using your Queens College ID card. Copies can also be made in the Library. Money can be added to your ID card at a specialized machine located in the library.
  - Nutrient and statistical analysis software are available for student use on the computers in the FNES computer lab. Students can also access Microsoft Office and the Internet.
  - NO FOOD or DRINKS are allowed in the computer lab. Talking on cell phones in the lab is prohibited.
- **Grievance Procedures**
  - Should a student have a grievance (i.e., disagreement with grade calculated) the following procedure should be followed:
    1. First, discuss the grievance with the instructor.
    2. If dissatisfied with the instructor's explanation, the student must discuss the matter with the FNES Department Chair, Dr. Michael Toner.
    3. If the matter is still not resolved, make an appointment with the Divisional Dean, Dr. Larry Liebovitch, Remson Hall, room 125.
    4. After the above steps have been exhausted;
      - a. For grades contact the Undergraduate Scholastic Standards Committee (USSC) for a formal appeal. Additional information can be obtained at the USSC office in Frese Hall.
      - b. For other complaints contact the Vice President for Student Affairs; Frese Hall, room 102, email: [vpsa@qc.cuny.edu](mailto:vpsa@qc.cuny.edu), 718 997-5500.

### **Non-Discrimination and Equal Opportunity**

- "It is the policy of Queens College of the City University of New York to recruit, employ, retain, and promote employees and to admit and provide services for students without regard to sex, age, race, color, national or ethnic origin, religion, sexual orientation, veteran or marital status, or disability." For more specific information, see Queens College *Graduate Bulletin* p.30

- Should a student believe he/she has been discriminated against based on age, sex, sexual orientation, alienage, or citizenship, religion, race, color, national or ethnic origin, disability or veteran or marital status they should:
- Queens College does not discriminate against any student on the basis of pregnancy or any related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodation from the Special Services Office, Frese Hall room 111A, 718 997-5870.
  - Contact the Coordinator for Title IX in Kiely 805, 718 997-5725 preferably within 30 days of the incident.
- The International Students and Scholars Office is also available to "assist students... in obtaining and maintaining the F-1 International Student and J-1 Exchange Visitor, U.S. Visa-Immigration Status for the purpose of studying, teaching, and/or conducting research at the college/university on a short-term basis". Student Union, room 327, 718 997-4400, M-F 9am-5pm.  
<http://www.qc.cuny.edu/StudentLife/services/intstudents/Pages/default.aspx>

## **Cost**

- All items below are **per semester**. We have a Fall and Spring semester. We also have winter and summer sessions which do not have to be attended, though if attended these sessions require separate fees. You can find the winter and summer session fees on the webpages listed below each category. The fees listed below do not include food, entertainment and travel costs.
- **Tuition, Activity, Consolidated Service and Technology Fees for Residents of New York State**
  - \$245 per credit with a maximum tuition charge of \$2865 for  $\geq 12$  credits (full-time)  
 Activity, Consolidated Service and Technology Fees: \$155.75 (part-time), \$238.25 (full-time)
- **Tuition, Activity and Technology fees for Out of State Students**  
<http://www.qc.cuny.edu/admissions/bursar/Pages/QCTuitionCosts.aspx>
  - Tuition: \$510 per credit with no maximum tuition charges  
 Activity, Consolidated Service and Technology Fees: \$155.75 (part-time), \$238.25 ( $\geq 12$  credits)
- **Dorming on campus**  
<http://www.qc.cuny.edu/studentlife/thesummit>
  - Includes a kitchen (stove, refrigerator, microwave), 4 person suite; 2 bedrooms and 2 private bathrooms, small living room
    - Cost per student per semester:
      - Start at \$5,250
      - Prices vary with size, number of bedrooms, and location of suite
- **Books**
  - ~\$500 per semester ServSafe certificate \$80 during FNES 275 or FNES 101
- **Lab Fees**
  - Lab classes have an additional fee of \$25 – \$90 per class, depending on the class.
- **Paper Copies**
  - .10 per sheet.

## **Payment and Refund of Tuition Fees**

- **Payment**
  - Your payment due dates in posted within the Bursar Information Letter  
<http://www.qc.cuny.edu/admissions/bursar/Pages/Billing.aspx>
  - If you are unsure of your tuition charges or if you have made changes, check on CUNYFirst and choose the Student Center option (under Self Service).
  - **IF YOU DO NOT PAY YOUR BILL BY THE DUE DATE YOU WILL BE DROPPED FROM THE CLASSES YOU REGISTERED FOR AND ANOTHER STUDENT MAY TAKE YOUR PLACE.**

- If you do not have a Queens College email account, go to ([cams.qc.cuny.edu](http://cams.qc.cuny.edu)) and register for one immediately.
- **Financial Aid**
  - Contact the financial aid office for information about the various grant, work and loan programs offered by New York State and the federal government; 718 997-5123, Jefferson Hall 202. <http://www.qc.cuny.edu/admissions/fa/Pages/default1.aspx>

- **Refunds**

In order to receive a 100% refund of tuition, a student must drop course(s) on-line through CUNYFirst before the official opening day of classes.

Fall and Spring refunds are made according to the following schedule:

- |   |      |
|---|------|
| ○ Withdrawal from course(s) within 1 week after scheduled start of the semester | 75%  |
| ○ Withdrawal during 2nd week after official start of the semester               | 50%  |
| ○ Withdrawal during 3rd week after official start of the semester               | 25%  |
| ○ Withdrawal after completion of 3rd week after official start of the semester  | None |

The last day to add a course is one week after classes begin.

Application for tuition refunds for extenuating circumstances should be made in writing to the Registration Review Committee c/o the Registrar's Office (Jefferson Hall, Room 100.) Except as otherwise noted, no other fees are refundable. For further information, see the Undergraduate Bulletin on-line at [www.qc.cuny.edu](http://www.qc.cuny.edu).

### **Protection of Privacy**

- The student's right to privacy shall be protected in accordance with the provisions of the *Federal Education Rights and Privacy Act of 1974*. "Students have the right to be advised of which student records and information are maintained by the College, who maintains them, who has access to them, for which purposes, policies for reviewing and expunging them, procedures for granting students access, and for challenging the records, cost charged for copies, and other rights and requirements under the Act. All of this information is available from the Registrar, Jefferson 100, during the hours the office is open." For further information, see Queens College *Undergraduate Bulletin*.

### **Access to Personal Files**

- Students' advisement and verification records will be kept in the office of the Family, Nutrition, and Exercise Sciences department.

### **Accreditation Status**

- The Nutrition and Dietetics program was reaccredited as a Didactic Program in Dietetics (DPD) on November 5, 2010 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 S. Riverside Plaza, Chicago, IL 60606 (phone# (312) 899-5400). The program is also accredited by the American Association of Family and Consumer Sciences, and The Middle States Association of Colleges and Secondary Schools.

### **Program Goals, Outcomes and Student Curriculum Objectives**

#### **Program Goals and Outcomes:**

##### Goal #1

The program will ensure students have been apprised of the requirements to fulfill the Didactic Program in Dietetics (DPD).

Expected Outcome: 85% of students enrolled in the initial professional course, Nutrition I in our bachelor level DPD are expected to complete program/degree requirements within 6 semesters.

Expected Outcome: All DPD majors will be provided individual advisement upon declaring their major.

### Goal #2

The program will enable students to enter careers, internships or graduate studies to prepare them to become leading citizens improving the well-being of individuals, families, and communities in an increasingly global society.

Expected Outcome: over a five year period, 60% of DPD graduates will apply to supervised practice programs the academic year they complete the program.

Expected Outcome: over a five year period 80% of those applying to supervised practice programs the academic year they complete the program will be accepted.

Expected Outcome: 80% of students surveyed, who have not been accepted into a Dietetic Internship, will be enrolled in graduate studies and/or working in a field addressing the health and well being of individuals, families and/or communities.

Expected Outcome: the pass rate of first-time test takers on the registration examination over a five year period will be at least 80%.

### Goal #3

The program will prepare students to apply current knowledge within their discipline to enhance the health and well being of individuals, families, and communities.

Expected Outcome: DI Directors of programs accepting our students will indicate an overall satisfaction (3.5 on a Likert scale of 1-5) with the student's level of nutrition, science, social sciences, food service and cultural knowledge as well as satisfaction with their problem solving, communication and research skills.

Expected Outcome: DPD graduates will indicate an overall satisfaction (3.5 on a Likert scale of 1-5) with the program's ability to impart knowledge on nutrition, science, social sciences, food service and cultural food and nutrition issues as well as satisfaction with learning problem solving, communication and research skills.

### **Curriculum Objectives**

- The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.
- The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.
- The curriculum must provide principles and techniques of effective counseling methods.
- The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.
- The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.
- The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.
- The curriculum must include education and behavior change theories and techniques.
- The curriculum must include management and business theories and principles required to deliver programs and services.
- The curriculum must include content related to quality management of food and nutrition services.
- The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.
- The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.
- The curriculum must include content related to health care systems.
- The food and food systems foundation of the dietetics profession is evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
- The physical and biological science foundation of the dietetics profession is evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.
- The behavioral and social science foundation of the dietetics profession is evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.