

Dietetics Student Handbook

Fall 2019



Arkansas State University
Nutritional Science Program



ARKANSAS STATE UNIVERSITY
College of
Nursing & Health Professions

Table of Contents

Introduction.....	1
Welcome to the Coordinated Program in Dietetics	1
Our University	2
Our College.....	3
Our Program.....	4
Program Information	6
Admission Requirements	6
Fees and Expenses	7
Financial Aid.....	8
Accreditation Status	8
Http://www.eatright.org/ACEND	8
Academic and CP Schedule	9
Graduation and Program Completion Requirements.....	9
Verification Requirements/Procedures	9
Supervised Practice Hours Overview	10
Program Policies	11
Insurance Requirements.....	11
Travel	11
Injury or Illness at Supervised Practice Sites.....	11
Drug Testing and Criminal Background Checks	11
Student Replacement of Employees	11
Grievances and Complaints	11
ACEND-Related Complaints.....	12
Transfer Credit/Prior Learning	12
Evaluation of Student Learning	12
Retention and Remediation.....	13
Disciplinary/Termination Procedures	13
Professional Dress Code	14
Professional Behaviors.....	15

Essential Functions	15
Attendance	16
Inclement Weather	16
Cell Phones and Electronic Devices	16
Required Professional Meetings	17
Community Service	17
Outside Employment	17
Orientation Days for Supervised Practice.....	17
Grading System.....	17
Exit Survey.....	17
Institutional Policies and Information	18
Advisors and Registration.....	18
Equal Opportunity/Affirmative Action.....	18
Privacy of Information.....	18
Student Support Services	19
Withdrawal and Refund of Tuition and Fees.....	20
Academic Integrity and Ethics.....	20
Tobacco Policy.....	23
Social Media Guidelines	24
Appendix.....	25
Code of Ethics for the Nutrition and Dietetics Profession	26
Effective Date: June 1, 2018.....	26
Professional Behavior Evaluation Form.....	29
Essential Functions	30
A-State Governing Principles: Smoke-Free Environment.....	31
Substance Abuse Policy	33
College Student Academic Honor Code.....	38
Criminal Background Checks	39
Student Confidentiality	40
Required Signature Form	41

Welcome to the Coordinated Program in Dietetics
at Arkansas State University!

On behalf of the faculty and staff here at Arkansas State University, we welcome you to the Coordinated Program in Dietetics. We are happy you have chosen to enter this profession and become a registered dietitian. We are committed to providing a quality program that will prepare you to be a successful entry-level practitioner.

Registered dietitians are considered food and nutrition experts. They work in a wide variety of employment settings, including hospitals and health care facilities, food & nutrition-related business and industry, community & public health, education, research, government agencies and private practice.

This handbook provides you with pertinent information about the dietetics program. The current procedures are consistent with institutional practices and are intended to supplement the information found in the university student handbook.



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Our University

Arkansas State University enjoys a reputation as an excellent institution of higher education serving citizens throughout Arkansas and surrounding states. It is the only comprehensive public university located in this region. Dedicated to teaching, research and service, the university provides students with the broad educational foundations that help develop critical thinking and analytical skills, decision-making capabilities, and communication skills. Dr. Kelly Damphousse became Chancellor of the A-State-Jonesboro campus on July 1, 2017.

This institution was founded in Jonesboro in 1909 by the Arkansas General Assembly as a regional agricultural training school. It began offering a two-year college program in 1918, then became "First District Agricultural and Mechanical College" in 1925. A four-year degree program was begun in 1930; then A & M College became "Arkansas State College" in 1933. The Arkansas Legislature elevated the college to university status and changed the name to Arkansas State University in 1967. Today, the institution has more than 70,000 alumni. A-State has been powering the minds of its students for 100 years; the university observed its Centennial in 2009-10.

Vision

Arkansas State University aspires to be an academic leader recognized for innovation and quality in teaching and learning, international standing in strategic research areas, and commitment to outreach and service to the Delta and beyond.

Location

The university is located about halfway between the Mississippi River Valley, one of the most fertile areas in the world, and the Ozark Mountains, rich in American folklore and tradition. The university campus occupies an area of 1,376 acres on the gently rolling slopes of Crowley's Ridge, in the City of Jonesboro.

Mission

"Arkansas State University *educates* leaders, *enhances* intellectual growth and *enriches* lives."

Our College

The College of Nursing and Health Professions, formed in 1982, includes the School of Nursing and seven other departments/programs, all of which are accredited by discipline-specific agencies. The Coordinated Program in Dietetics, a recent addition to the college, is located in Eugene W. Smith Hall. Nearby, the Donald W. Reynolds Center for Health Sciences is a 50,650-square-foot structure that includes the Speech and Hearing Center, the Beck PRIDE Center for America's Wounded Veterans, the Diabetes Self-Management Program, the Department of Communication Disorders, and a nurse anesthesia lab. The center also houses interdisciplinary labs, a community education center, research labs, classrooms, an auditorium, a computer lab, a student lounge, a conference room, group study rooms, a nursing clinical learning lab, health assessment labs, and special project rooms.



Mission

The mission of the College of Nursing and Health Professions is to provide quality education to students, graduates, and health care providers in a variety of health disciplines. Recognizing its unique position in the lower Mississippi Delta region, the College provides educational programs that are designed to promote lifelong learning based on the expressed needs of its varied constituencies. The College assesses the attainment of this mission in terms of the contributions its graduates make to health and health care in the Delta region and beyond.

Our Program

The Coordinated Program (CP) in Dietetics at Arkansas State University is administered by the Nutritional Science Program in the College of Nursing & Health Professions. The program provides for the achievement of knowledge and performance requirements for entry-level dietitians through integration of didactic instruction with a minimum of 1200 hours of supervised practice. The supervised practice experiences occur in foodservice, community and clinical settings. The program features a 'clinical' concentration, which allows students to build upon foundation knowledge and competencies for future proficiency in the clinical area of dietetics.

A Bachelor of Science degree in Dietetics is granted upon completion of the required 126 hours. Upon graduation, students are eligible to take the national credentialing examination administered by the Commission on Dietetic Registration (CDR). After passing the examination, they become registered dietitians.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

Mission

The Nutritional Science Program at Arkansas State University seeks to provide quality education and experiences for students in the field of dietetics to meet the need for registered dietitians in the Delta region and beyond.

Goals and Objectives

The successful graduate will:

1. Perform as a knowledgeable, competent entry-level dietitian.
 - a. *At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
 - b. *Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
 - c. *Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 - d. *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%.
2. Demonstrate appropriate professional behaviors and attitudes.
 - a. Eighty percent of graduates working in dietetics will receive a score of "average or higher" for professional conduct when rated by employers on satisfaction surveys.
 - b. Eighty percent of graduates who respond to alumni surveys will rate the dietetics program "average or higher" in preparing them to demonstrate appropriate professional behaviors and attitudes.

3. Value service to the community and the profession of dietetics.
 - a. Fifty percent (50%) of graduates who respond to alumni surveys participate in one or more community service activities.
 - b. Fifty percent (50%) of graduates responding to alumni surveys are active in one or more professional organizations.

Outcomes data are available upon request.

*Accreditation Council for Education in Nutrition and Dietetics (ACEND) required objectives.

Program Information

Admission Requirements

Students must apply for admission to the CP by April 1 in the spring semester of the sophomore year. Class size is limited due to the availability of supervised practices sites and all applicants may not be accepted into the program. A screening procedure is used to select the most qualified students. Letter of application, academic status, entrance examination, reference forms and completed application, including answers to particular questions, are used in the selection process.

CP admission requirements include:

- Cumulative GPA of 2.8 on a 4.0 scale of all college work attempted
- English proficiency requirements, if foreign born
- Completion of program prerequisites with a minimum grade of “C” required in all courses
- Program prerequisites must be completed prior to the start of the junior year.
- HESI A2 (entrance examination)

Area	Course	Credit	Hours	Course Title
English	ENG 1003	3		Composition I
English	ENG 1013	3		Composition II
Math	MATH 1023	3		College Algebra
Biology	BIO 2203	3		Human Anatomy and Physiology I
Biology	BIO 2201	1		Human Anatomy and Physiology I Lab
Biology	BIO 2223	3		Human Anatomy and Physiology II
Biology	BIO 2221	1		Human Anatomy and Physiology II Lab
University College	UC 1013	3		Making Connections
Psychology	PSY 2013	3		Introduction to Psychology
Sociology	SOC 2213	3		Principles of Sociology
Fine Arts	ART 2503	3		Fine Arts Visual or
	MUS 2503	3		Fine Arts Musical or
	THEA 2503	3		Fine Arts Theatre
Humanities	ENG 2003	3		Intro to World Literature I or
	ENG 2013	3		Intro to World Literature II or
	PHIL 1103	3		Intro to Philosophy
Chemistry	CHEM 1043	3		Fundamental Concepts of Chemistry
Chemistry	CHEM 1041	1		Fundamental Concepts of Chemistry Lab
Chemistry	CHEM 1052	2		Fundamental Concepts of Organic and Biochemistry
Nutritional Science	NS 2203	3		Basic Human Nutrition
Communication Studies	COMS 1203	3		Oral Communication
Social Sciences	HIST 2763	3		The United States to 1876 or
	HIST 2773	3		The United States Since 1876 or
	POSC 2103	3		Introduction to US Government
Health Professions	HP 2013	3		Medical Terminology
Biology	BIO 2103	3		Microbiology for Nursing & Allied Health
Biology	BIO 2101	1		Microbiology for Nursing & Allied Health Lab

Fees and Expenses

Estimates for Tuition and Fees 2019-2020

Student Category	Estimated Total Two-Year Professional Program Only
BS Degree Resident	\$23,330
BS Degree Non-Resident/International	\$39,990

The above estimates do not include prerequisite or general education courses.
The above estimates do include dietetics program courses only.

Housing and Meals Estimate 2019-2020

Category	Estimated Total Two-Year Professional Program Only	Additional Information
Campus Housing Six Semesters	\$15,500	Costs vary; many students choose to live off campus
Campus Flex Meal Plans Average Six Semesters	\$10,760	Costs vary; many students choose to live off campus

Information for tuition, fees, and housing and meals is also located at
<http://www.astate.edu/a/registrar/students/bulletins/>

Additional Program Estimates 2019-2020

Category	One-Time Program Expenses	Additional Information
HESI A2 Exam	\$42.00	Prior to acceptance
Criminal background check	\$95.00	Upon program acceptance
Immunizations	\$300.00	Prior to Semester 1; includes 1 st TB skin test
CPR Healthcare Provider Certification	\$50.00	Semester 1
Scrubs and slip-resistant shoes	\$150.00	Semester 1
Student name tag	\$10.00	Semester 1
Child maltreatment check	\$10.00	Semester 1
Drug screen	\$45.00	Required by some clinical facilities
Physical examination	\$35.00	Student health center; required by some clinical facilities
TB Mask	\$20.00	Semester 4
Exam review course	\$400.00	Semester 6
Registration examination	\$200.00	Following program completion
Total	\$1,357.00	

Category	Annual Program Expenses	Two-Year Program Expenses	Additional Information
Academy of Nutrition and Dietetics membership	\$58.00	\$116.00	Annual membership
Books		\$1,918.25	Semesters 1, 2, & 3
Books		\$944.15	Semesters 4, 5 & 6
Flu vaccine	\$20.00	\$40.00	Costs vary by health insurance plan
Health insurance	\$1800.00	\$3,600.00	High estimate; costs vary by plan
Lab coat	\$30.00	\$60.00	White
Professional travel to state annual meeting	\$200.00	\$400.00	Semesters 2 & 5; includes registration, shared travel/ lodging & meals
Project supplies	\$100.00	\$200.00	Class and supervised practice
Student nutrition and dietetic association membership	\$15.00	\$30.00	Annual dues
Student professional liability insurance	\$25.00	\$50.00	Semesters 1 & 4
2 nd year TB skin test		\$10.00	Costs vary by health insurance plan
Transportation/parking	\$550.00	\$1,100.00	Costs vary by supervised practice location
Vehicle insurance	\$1800.00	\$3,600.00	High estimate; costs vary by plan
Total		\$12,068.40	

	Resident	Non-Resident/ International
Total Estimate for Two-Year Program (including tuition, fees, housing, meals and additional program expenses)	\$62,896	\$79,586

Financial Aid

Students may qualify for financial aid or scholarships through Arkansas State University. Consult the web site at www.astate.edu/a/finaid/ for more information.

Accreditation Status

The accreditation of Arkansas State University Coordinated Program in Dietetics has been placed on probationary status by the:



Accreditation Council for Education in Nutrition and Dietetics
 Academy of Nutrition and Dietetics
 120 South Riverside Plaza, Suite 2190
 Chicago, IL 60606-6995, 800-877-1600 X 5400
[Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND)

Academic and CP Schedule

During the junior and senior semesters, students will have holidays consistent with the A-State academic calendar (www.astate.edu/academicaffairs/). Individual course syllabi and the Supervised Practice Rotation Schedule provide additional information about the CP schedule.

Graduation and Program Completion Requirements

In order to receive a B. S. in Dietetics from Arkansas State University that signifies completion of the Coordinated Program in Dietetics, a student must:

- Complete academic course requirements with a grade of C or above in all degree courses [A degree course is any course or practicum that is listed in the undergraduate bulletin as a Major Requirement for the Bachelor of Science Degree in Dietetics (<http://www.astate.edu/a/registrar/students/>). This includes Nutritional Science courses and one Statistics course.]
- Successfully complete five supervised practice experiences
- Complete all general education and university requirements pertaining to the major
- Maintain a 2.0 cumulative GPA on a 4.0 scale
- Have no outstanding financial or other program obligations (examples include community service hours, exam review course attendance, self-assessment tool survey completion, exit survey completion, etc.)

Based on the ACEND benchmark for program completion (within 150% of the time planned for completion), this would equal a period of three years once a student is accepted into the two year (includes two summers) Coordinated Program.

Program Delay/Interruption

If progress in the CP is interrupted for health or other reasons, the student must meet with the program director to discuss the circumstances and options for program completion. This situation may take the student outside of the benchmark window.

If the student withdraws from the university, he/she must apply for readmission to the program. Readmission status will be dependent upon space available. See the undergraduate bulletin (www.astate.edu/registrar/) for additional information.

Verification Requirements/Procedures

Upon successful completion of the CP, each student will receive Verification Statement form(s). This is the form used by the Accreditation Council for Education in Nutrition and Dietetics to verify that the student has met all academic and supervised practice requirements for program completion in accordance with Arkansas State University and accreditation guidelines. The verification statement is also required by the Commission on Dietetic Registration (CDR) for eligibility for the Registration Examination for Dietitians. Once the required paperwork is completed, the program director submits the registration eligibility applications to CDR. Upon notification from CDR, it is the student's responsibility to make arrangements to take the Registration Examination.

Supervised Practice Hours Overview

NSP 3213 Practicum I	Food Service	168 hours
NSP 3326 Practicum II	Food Service/Community	360 hours
NSP 4433 Practicum III	Community	168 hours
NSP 4543 Practicum IV	Clinical	168 hours
NSP 4656 Practicum V	Clinical	360 hours
TOTAL		1224 hours*

* These are minimum hour requirements; totals could be slightly higher for some rotations, depending on the calendar dates and schedule.

Successful completion of each practicum, as noted in the syllabi, requires the student to:

- Attain 75% average on all graded activities.
- Achieve all competency requirements, including academic and professional behavior standards, with acceptable score of 3 or above on rating scale of each rotation evaluation tool
- Fulfill all designated hour requirements.

If you fail to complete the required hours, you will receive an “I” until the hours are fulfilled in a timely manner, which would be before the next practicum begins. If you do not fulfill the hours, you would receive an “F.” You cannot proceed in the program, meaning you would have to drop out, apply for admission to the program again and resume at the beginning of the practicum in question, provided there is space available in the program.

Professional activities (promoted by the dietetics program) which you attend count toward supervised practice hours for the semester in which they occur. There will not always be professional activities available, especially in the summer and fall semesters.

Other class activities as determined to be appropriate by the program may count toward supervised practice hours. For example, case studies or simulations utilized in the classroom setting may be allowed at the discretion of the practicum instructor.

Program Policies

Insurance Requirements

All students are required to have health, automobile and professional liability insurance and provide documentation to the program director before beginning supervised practice rotations.

Travel

In order to complete the supervised practice rotations in the CP, students may be required to travel to sites throughout northeast Arkansas, Missouri, Mississippi, and Tennessee. Some practice sites are located in the Jonesboro area or within a 75-90 mile radius of Jonesboro. Students must furnish their own transportation, which should be reliable and dependable, to and from these facilities and assume all costs and liability involved with this travel. Vehicle insurance is required as noted above.

Travel time to rotation sites does not count toward supervised practice hours.

Injury or Illness at Supervised Practice Sites

Students who are injured or become ill during supervised practice will be sent to the Emergency Room or private physician as appropriate. Students are responsible for any financial expenses incurred, as well as health insurance to cover such emergencies and follow-up care as needed.

Drug Testing and Criminal Background Checks

Students are required to undergo a drug test and criminal background check, if required by the supervised practice site. Students are responsible for any fees associated with these procedures.

Student Replacement of Employees

Students do not replace employees for routine work responsibilities, unless staff relief is planned as part of the CP supervised practice experience to meet specific competencies. All preceptors should adhere to the rotation schedules and learning activities provided by the program director/practicum instructor.

Grievances and Complaints

Students enrolled in the dietetics program have a right to discuss any complaints or grievances related to academic, supervised practice or program issues. They should first consult with the course or practicum instructor and then with the Program Director to resolve the issue, following the procedures outlines in the university's Student Handbook, which is found at <http://www.astate.edu/a/student-affairs/>. Grievances involving the Program Director should be discussed with the Dean of the College of Nursing and Health Professions.

ACEND-Related Complaints

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but 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, staff or students. Students may submit written complaints to ACEND at the address below only after all other options with the program and the university have been exhausted.

A copy of ACEND's policy and procedure for submission of complaints may be found at <https://www.eatrightpro.org/acend/> or obtained by contacting ACEND at:

Accreditation Council for Education in Nutrition and Dietetics
120 S. Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800-877-1600 X 5400

To date, the Nutritional Science program has not received any formal complaints related to ACEND accreditation standards. In the case of a formal complaint, the Program Director will maintain a chronological record of the complaint, including the resolution of the complaint for a period of five years, to be kept in a locked cabinet of the Program Director's office.

Transfer Credit/Prior Learning

Transfer of academic credit from other colleges or universities follows the Arkansas State University policy. Refer to the undergraduate bulletin (www.astate.edu/registrar/) for more information. The CP does not grant credit for prior work experience. However, learning experiences may be adjusted to a higher level if a student has significant experience in the area of practice covered in the supervised practice rotation. Students with such experience should meet with the program director to develop a personalized learning plan.

Evaluation of Student Learning

Evaluation of learning occurs at pre-determined times throughout the academic and supervised practice components of the program. Specific information is detailed in the syllabi provided for each course and practicum experience. There are specifically prepared forms for evaluation throughout supervised practice. Preceptors/instructors completing the evaluation use the provided form and review with the student prior to signatures on the form. Students are responsible for being familiar with the various evaluation forms so that they are aware of the criteria and timing for each evaluation. Students are also given the opportunity to evaluate their experience in the rotation site as well. These forms are used to evaluate future improvements in the program and provide feedback to preceptors.

Faculty in the program monitor student performance in their courses, in order to detect these students who are experiencing academic difficulty in each semester and offer counseling and remediation as needed on an individual basis. Pack Support, the university resource for students who need campus resources, information and extra guidance, is also available to monitor student performance. This system offers assistance in academic performance and other areas such as financial concerns, food or housing issues, illness/hospitalization and harm to self or others. Pack Support for Faculty is the software portion of this program to identify students who could be at academic risk so that they receive appropriate assistance in their respective programs.

In addition to being evaluated on academic performance, students are also evaluated on professional and ethical behaviors, using the Professional Behaviors procedure noted in this handbook.

Formal evaluations may be in the form of written evaluations, rubrics, exams and scored assignments, to name a few. Many opportunities are also available for informal evaluations on progress and performance. These should be viewed as positive encounters to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback/discussions with preceptors/instructors on skill development, clinical documentation, presentations and projects.

Retention and Remediation

If at any time the conduct of a student results in unsatisfactory level of performance, whether academic, professional, or ethical, or the health status of a student is a detriment to the student's successful completion of the program, a conference shall be held between the program director and appropriate representatives to determine necessary corrective actions. See the disciplinary/termination procedures policy below and the Professional Behavior Evaluation Form, which is located in the appendix of the handbook.

If the student fails to complete the remediation plan as outlined, the student will be dismissed from the program and referred to the Health Professionals Advisor in the College of Nursing and Health Professions, the Wilson Center for Academic Advising and Learning Assistance on campus and/or Pack Support university resources as mentioned above. Students who find themselves in this position are counseled into career paths that are appropriate to their abilities.

See also the undergraduate bulletin (www.astate.edu/registrar/) for additional information on probation, retention, and readmission to the program.

Disciplinary/Termination Procedures

Professional behaviors are those behaviors that are expected to be displayed at all times in the classroom, supervised practice settings and dietetics-related programs. These behaviors are detailed on page 14 of the handbook.

A violation of professional behavior may be intentional or unintentional and requires intervention to mitigate future consequences. A subsequent violation in the same professional behavior area by the student is considered to be an 'at risk behavior' and constitutes grounds for dismissal from the course.

If a faculty member determines that a violation has occurred, a written report using the Professional Behavior Evaluation Form (located in the appendix) and corrective plan of action will be completed according to the following steps:

1. The incident will be documented and the student will be notified.
2. The faculty member will use discretion to determine if the student will be dismissed from the classroom or supervised practice setting until notified of the final disposition.
3. The student's case will be evaluated for disposition within three school days by the involved faculty member and the program director.
4. Corrective Actions may include detailed plan for remediation, conference with faculty, dismissal from supervised practice with loss of hours, dismissal from course or practicum with unsatisfactory grade or other actions with approval of the program director or CNHP dean.
5. Copies of the Professional Behavior Evaluation Form are to be sent to the student, student file, faculty member and program director.

Professional Dress Code

Students are expected to dress in a clean, neat and professional manner at all supervised practice sites. This includes hair, nails and clothing. Students reporting for supervised practice in improper attire will be dismissed to change into proper attire. Time lost for this reason is considered absence time and make-up time is not available.

Proper attire at all supervised practice sites includes:

- Women: clean and pressed, white lab coat over scrubs or a professional dress, blouse, skirt or slacks. Blouse/dress must have sleeves. Dress and skirt length should be no shorter than two inches above the knee. Jeans, shorts, t-shirts and exercise attire are not acceptable.
- Men: clean and pressed, white lab coat over scrubs, collared shirt, conservative tie optional, plain dark dress slacks, dark shoes. Jeans, shorts, t-shirts and exercise attire are not acceptable.
- Shoes: comfortable shoes in good condition that offer support and protection. Shoes are to be low-heeled and closed toes/heels, clean and polished. Tennis or sport shoes are not acceptable. Socks or hosiery must be worn.
- Jewelry: limited to engagement/wedding rings, watch and one pair earrings no larger than a dime.
- Hair: restraints must be worn in food service areas. Non-porous or metal hair ornaments are permissible. Facial hair must be neatly shaven; beards and moustaches must be neatly trimmed. Only natural hair colors are allowed.
- Food service rotations: slip-resistant shoes are to be worn. No jewelry, including watches and earrings, are allowed except for plain wedding bands (no stones).
- WIC rotations: no lab coat required, but if you stay cold, you may want one. Black scrubs are allowed in Mississippi WIC.
- Mission Outreach rotation: no lab coat required.
- Farmer's Market: jeans with no holes or stains, appropriate fit, A-State t-shirt OR plain black, red, or white t-shirt; shoes are to be closed toes/heels; Bermuda shorts are allowed.
- Food Bank: no lab coat required.

- Health and Wellness Sites: capris (mid-calf) or workout pants allowed; no shorts of any length or leggings; A-State t-shirt or plain black, red, or white t-shirt; shoes are to be low-heeled and closed toes/heels, clean and polished; athletic shoes with socks (no tennis or sports shoes acceptable unless recommended by preceptor).
- Name tag: A-State ID badge and student name tag should be worn at all times, visible on the top left of lab coat or other clothing, if no lab coat is required.

Other rules related to personal appearance:

- Nails: must be trimmed to not extend past the tip of the finger. No nail polish or nail enhancement is allowed.
- Excessive make-up should not be used.
- Tattoos must be covered at all times.
- Visible body piercings (tongue, eyebrows, nose, etc.) are not allowed.
- No perfumes or colognes are allowed.
- Gum chewing and/or candy is not allowed.

Professional Behaviors

Professional behaviors are those behaviors that are expected to be displayed at all times by students in the classroom, supervised practice settings and dietetics-related programs. Students who fail to exhibit these behaviors are subject to corrective/disciplinary action. See the Professional Behavior Evaluation Form available in the appendix of the handbook.

The following is a list of expected behaviors of dietetic students:

- Ethical performance in accordance with the Code of Ethics for the Profession of Dietetics
- Regular and punctual attendance for class, supervised practice and other activities
- Completion of assignments within allotted parameters
- Positive relationship with peers, faculty, clients/patients, preceptors and staff
- Compliance with dress code in various settings
- Acceptance and incorporation of faculty feedback
- Adherence to guidelines stated in the Arkansas State University, CNHP and Dietetic Student handbooks
- No other behavior and/or attitude demonstrated which is considered to be unprofessional, disruptive and/or unethical

Essential Functions

Students are expected to possess the intellectual, physical, ethical and emotional abilities necessary to undertake the full dietetics curriculum and to achieve the levels of competence required by the program for professional practice. See the Essential Functions document available in the appendix of the handbook.

Attendance

Class: Students are required to be present and on time for all scheduled classes. Specific attendance requirements will be stated in each course syllabus and reviewed at the beginning of the course. When special circumstances make absences unavoidable, students must notify the instructor prior to the class or lab. Reasons for absence must be stated in writing; a professional email is an acceptable form of written communication. Students are responsible for all material covered in class and are required to hand in assignments when they are due.

Supervised Practice: Absences from the supervised practice facility due to sickness or family emergency must be reported to the preceptor and the practicum instructor. The preceptor should be notified prior to the time the student is expected to be present. A student may not leave a supervised practice site during scheduled hours without notifying the practicum instructor.

Special requests to miss practicum must be submitted in writing to the practicum instructor at least one week in advance of the absence. Not all requests for absences may be approved. Personal business or routine appointments must be planned outside of practicum hours. Once the absence is approved by the practicum instructor, the student should make arrangements for make-up time with the preceptor. Any learning experience missed must be completed to the satisfaction of the preceptor and practicum instructor. Make-up time may be necessary during time that would be considered “off” days.

Inclement Weather

If classes are canceled due to weather, announcements will be made on local television/radio stations and the A-State web site.

If A-State is closed, supervised practice schedule for that day will be cancelled. If A-State is open and an assigned supervised practice site is closed, the student should contact the practicum instructor for further instructions.

Cell Phones and Electronic Devices

Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty member and/or clinical site. Taking unauthorized photographs in clinical settings is strictly prohibited, as use of any personal electronic device to store/ enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA).

Cell phones and other electronic devices may not be audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office. Personal texting in class is prohibited. Using devices to screen capture or cheat on tests and papers is a violation of the Honor Code.

Violation of any of these policies may lead to a grade of F and/or dismissal from the program. Students violating the policy will be referred to the department chair. Students are expected to conduct themselves in a manner which promotes a collegiate learning environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated.

Required Professional Meetings

To enhance professional development and networking, dietetic students are expected to attend several professional meetings including the district and state dietetic association meetings and others to be determined. Students will be released from class or supervised practice to attend the required meetings, which should be documented on the professional activity logs. Travel is the responsibility of the student; costs related to travel (gas, meals, lodging, etc.) should be considered in anticipating program expenses.

Community Service

Students are required to participate in five hours of community service annually, for a total of ten hours, prior to graduation.

Outside Employment

It is extremely difficult to work while completing the Coordinated Program. If students must be employed, hours should be scheduled during the evenings or on weekends only. Students **MUST** be available to fulfill all requirements for coursework and supervised practice experiences.

Orientation Days for Supervised Practice

Attendance for all practicum orientations is mandatory. Students are required to attend all orientation sessions prior to the start of the semester in which they are enrolled in practicum courses. Students will be notified by the practicum instructor when and where to report for these mandatory meetings.

Grading System

Each course in the curriculum has a descriptive course syllabus with information concerning content and determination of course grade. It is the student's responsibility to be familiar with and meet the requirements of each course.

Exit Survey

Students are requested to evaluate the overall program upon completion of the requirements for graduation. An exit survey is available for this purpose. Compiled data from the surveys are shared with faculty as part of program evaluation.

Institutional Policies and Information

Advisors and Registration

Each student is assigned an advisor who will work with the student in planning for orderly transition through the program. ADVISEES MUST MEET WITH THEIR ADVISORS PRIOR TO REGISTRATION FOR CLASSES. Additional meetings may be held if deemed necessary by advisee, advisor or both.

Students are responsible for their own education. Each student is given a curriculum plan (located in the A-State Undergraduate Bulletin) which clearly outlines the requirements of the program, semester by semester. Additional pertinent information is provided in the University Student Handbook. It is the responsibility of the student to know and to follow the requirements and procedures contained in this handbook. As additional procedures are adopted by the program, students will be provided this information electronically or in writing.

Students should follow the University registration format as outlined in the semester schedule of classes. Advisors will generally post hours when they will be available for student advisement.

Students should contact their advisor before making changes in their schedule of classes. Changes will be needed when a student has received a grade below "C" in any dietetics degree course or when the student's cumulative grade-point-average has fallen below a 2.0. Students who receive a grade below "C" in any dietetics degree course or who interrupt their program for any reason must meet with the program director and their advisor to determine the appropriate course of action.

Equal Opportunity/Affirmative Action

All students who are admitted to the CP in Dietetics have equal access to the program. Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. To that end, the University provides opportunities in employment practices, admission and treatment of students without regard to race, color, religion, age, disability, gender, national origin, or veteran status. A-State complies with all applicable federal and state legislation and does not discriminate on the basis of any unlawful criteria. Questions regarding this policy should be addressed to the university Affirmative Action Program Coordinator.

Privacy of Information

Student files are kept in the Nutritional Science office related to advisement, registration information, evaluations, etc. These records are not accessible by other students or unauthorized individuals. A-State and the CP adhere to the Family Educational Right and Privacy Act (FERPA) which affords students certain rights in regard to their educational records. Consult the undergraduate bulletin (www.astate.edu/registrar/) for the complete policy.

Student Support Services

A-State's Student Health Center (SHC) is like a primary care doctor's office whereby students can be seen for minor illnesses, injuries, immunizations, and general physical exams as well as specific female and male exams, and chronic health conditions. There are two nationally certified Advanced Nurse Practitioners, and a Licensed Practical Nurse Health Educator. Athletic Training, Health Promotion, and Nursing students rotate through the clinic.

The Counseling Center offers personal, career or academic counseling and outreach programming to members of the A-State community. Counseling Center services are performed by psychologists and counselors, counseling interns, and counseling practicum students. All full time staff members are licensed mental health practitioners and services are always performed by those whose skills and training are appropriate to the task. Center staff provides lectures and workshops at sites across campus, in the residence halls, and to student organizations. Center staff is also available for consultation to academic departments and other University offices as well.

The Testing Center provides test administration services to Arkansas State University's students and to members of the regional community. Scanning services for the entire campus are also available.

The Financial Aid and Scholarships office provides financial resources to students who would otherwise be unable to pursue a college education. Information on available financial aid is disseminated to both currently enrolled and prospective students. Every effort is made to meet the demonstrated financial needs of all students enrolled at A-State. Financial aid is awarded on the basis of demonstrated need except where funds are specified for recognition of special talents or abilities. Practices and procedures followed by the Financial Aid staff ensure fair and equitable treatment for all applicants. The director and the staff of the office compile composite financial aid packages for individual students to provide maximum grant and scholarship funds, along with part-time employment, in order to keep the necessity for loans at a minimum. They assist students in seeking, obtaining, and utilizing to the best advantage all financial resources available. The office seeks to obtain maximum funding for all aid programs—federal, institution, and state sources. Consult the A-State undergraduate bulletin (www.astate.edu/registrar/) for more information.

Dean B. Ellis Library functions as an educational center for the university community, providing extensive resources and central location on campus. The periodical collection and nutrition-related textbooks, as well as interlibrary loan services, are more than adequate to support the need for informational sources for the dietetic students. The library also holds a collection of books and periodicals in support of other health-related subjects, such as nursing, psychology, sociology, biology, sports medicine, and speech pathology. Computer access for students is also more than adequate and a large computer laboratory is available to students in the library.

Pack Support is a one-stop resource for students seeking campus resources, information and extra guidance. This program connects students, parents, faculty and staff to university procedures and resources via quick, effective communication. Specific issues or concerns may include but are not limited to academic performance, harm to self or others, financial concerns, food or shelter anxieties, housing issues, illness or hospitalization and student conduct. Contact PackSupport@astate.edu for assistance.

The AHEC (Area Health Education Center) library at St. Bernard's Medical Center in Jonesboro supports a medical resident teaching program. This library is also available to dietetic students.

Arkansas State University's Director of Disability Services is also the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In this capacity, the coordinator arranges for academic adjustments and auxiliary aids to be provided to qualified students and coordinates workplace accommodations. The coordinator is the individual to whom concerns about physical access to facilities should be addressed. Arkansas State University will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If service providers are necessary, Arkansas State University will provide appropriately trained providers (other than paid tutors).

Withdrawal and Refund of Tuition and Fees

Students should consult with their instructor and academic advisor before changing class schedules or withdrawing from a course. Students receiving Financial Aid or Scholarships should also consult their Financial Aid Counselor. Students should consult the undergraduate bulletin for information regarding withdrawal and refund of tuition and fees. (www.astate.edu/registrar/).

Academic Integrity and Ethics

Arkansas State University enthusiastically promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in disciplinary action and severe penalties.

The College Student Academic Honor Code exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the Student Handbook. An academic honor offense by the college code is defined as an act of **lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism, or facilitating academic dishonesty of others**. These terms are defined as follows

Lying/willful misrepresentation - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

- Fabricating quotations and/or sources
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis
- Engaging in selective reporting or omission of conflicting data for deceptive purposes
- Altering graded work, then resubmitting it for a new grade
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework
- Submitting the same paper in more than one class without the approval of the instructors involved
- Submitting a paper from a previous semester for a current class without the approval from the instructor
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions

- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
- Providing false information to others about academic performance, leadership activities, or membership in student organizations.
- Falsification of information records
- Recording hours not actually worked
- Submitting an altered or fabricated preceptor evaluation
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization
- Video or audio recording lecture or private meetings without prior permission
- Creating false university, college, or other official correspondences (such as medical documentation)

Cheating/unauthorized collaboration - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.

- Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
- Talking during a quiz or exam when told by the instructor talking is not permitted
- Looking at another student's exam or quiz during the testing period
- Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended
- Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden
- Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor
- Accepting credit for a group project without doing your share of the work
- Helping others with their homework or other assignments when not allowed by the instructor
- Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor
- A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally

Discipline: Faculty members may respond to cases of cheating in any of the following ways:

- Allow the testing to progress without interruption, informing the offending student about the offense-and award a failing grade on the test—"F" if a letter grade is used or zero if a numerical grade is used.
- Seize the test of the offending student and give a failing grade on the paper.
- Give the offending student a failing grade in the course.

- Recommend sanctions, including disciplinary expulsion from the university. All cases should be referred to the student conduct system.

Plagiarism – as defined in the 1995 Random House dictionary is the “use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” Within academia plagiarism is considered academic dishonesty or academic fraud and offenders are subject to a number of penalties including course failure or other severe consequences.

- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgement
- Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgement
- Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or other items from another student, thus presenting another’s work as your own
- Failing to use quotation marks properly or when needed
- Failing to give a source for quoted materials
- Failing to paraphrase language completely
- Failing to give a source for paraphrases
- Failing to cite sources correctly and completely

Discipline: Faculty members may respond to cases of plagiarism in any of the following ways:

- Return the paper or other item for rewriting; the grade may be lowered.
- Give a failing grade on the paper or other item—“F” if a letter grade is used or zero if a numerical grade is used.
- Give the student who plagiarized a failing grade in the course.
- Recommend sanctions, including disciplinary expulsion from the university. All classes should be referred to the student conduct system.

Facilitating Academic Dishonesty of Others – intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.

- Writing a paper for another student
- Allowing another student to use your past homework assignments, paper, labs, or similar items
- Sharing homework with another student when told collaboration is not allowed
- Allowing or helping another student to look at your exam or quiz during a test
- Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowing by the instructor
- Completing another student’s exam or quiz by filling in the student’s scantron card or other answer sheet or by attending the exam in place of the other student
- Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes
- Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor

These academic honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program.

PROCEDURES:

If a student is aware of an honor offense, he/she should report that offense to either the faculty member of the class in question, the program director or the department chair. An investigation will result.

If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee is comprised of five CNHP student representatives and two CNHP faculty appointed by the dean. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students, Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student.

Student rights in this committee process are outlined in the ASTATE Student Handbook under the caption "Disciplinary Hearings". The student is entitled to one appeal rendered by the Associate Dean for Judicial Affairs. The process for appeal is in the section on "Appeal Process".

Tobacco Policy

Effective August 1, 2010, A-State will be a Smoke Free campus. See Appendix for complete policy. While in the supervised practice setting, students will comply with the organization's specific policy. Effective October 1, 2005, Arkansas state law prohibits smoking on any grounds owned by a hospital including, but not limited to, buildings in and on which medical facilities operate together with all property owned by a medical facility that is contiguous to the buildings which medical services are provided. Any student that smokes or uses smokeless tobacco products in a classroom, lab or supervised practice site will be subject to that facility's policy or procedure actions [removal from premises or fined] and will not be allowed to return to the site. This may result in removal from the practicum course.

Social Media Guidelines

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet or other electronic communication method. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, Twitter, Instagram, Snap Chat, or You Tube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites. Students are advised to review their site (s) for any unprofessional images or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

Family Educational Rights and Privacy Act (FERPA)

FERPA or the Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following site:

<https://www.astate.edu/a/registrar/faculty-staff/ferpa-information/index.dot>

If you have questions or concerns about FERPA issues, you may email registrar@astate.edu or contact the Office of Admission, Records, and Registration.

Appendix

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 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.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

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.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice. ¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk. ¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis. ²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public. ²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service. ³ **Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts. ²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm. ¹

References:

1. Fornari A. Approaches to ethical decision-making. J Acad Nutr Diet. 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. J Acad Nutr Diet. 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Professional Behavior Evaluation Form

Student _____ Instructor _____

Course _____ Year _____

1. Please complete this form for any student whose actions indicate poor professional conduct in the following areas:

Expected Behaviors of Dietetic Students	Areas of Concern
Ethical performance in accordance with the Code of Ethics for the Profession of Dietetics	
Regular and punctual attendance for class, supervised practice and other activities	
Completion of assignments within allotted parameters	
Positive relationship with peers, faculty, clients/patients, preceptors and staff	
Compliance with dress code in various settings	
Acceptance and incorporation of faculty feedback	
Adherence to policies stated in the Arkansas State University, CNHP and Dietetic Student handbooks	
Other (be specific)	

2. Attach a sheet detailing the behavior(s) and setting for the occurrence.

3. Corrective actions to be taken (Mark all that apply):

- _____ a. Remediation (attach detailed plan)
- _____ b. Conference with faculty
- _____ c. Dismissal from supervised practice with loss of hours
- _____ d. Dismissal from course or practicum with unsatisfactory grade
- _____ e. Other actions may be taken with approval of program director or CNHP dean

Student _____ Date _____

Faculty Member _____ Date _____

Program Director _____ Date _____

Copy to: student, student file, faculty and program director Source: Arkansas State University

Essential Functions

Essential functions, as distinguished from academic standards, refer to the intellectual, physical, ethical and emotional abilities necessary to undertake the full curriculum and to achieve the levels of competence required by the program for professional practice. These skills and abilities include observation, communication, motor, intellectual and behavioral/social attributes.

Observation: Students must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and tactile sensation, enhanced by the functional sense of smell.

Communication: Students must be able to utilize appropriate verbal (in English), nonverbal and written communication with patients, families, preceptors, members of the healthcare team, and others. Communication includes not only speech, but listening, reading, writing, interpreting information from a variety of sources, and computer literacy. Appropriate communication may also rely on the students' ability to make a correct judgment in seeking assistance and consultation in a timely matter. Recognition and respect for the ethnic, cultural, religious and socioeconomic needs of the patient and family are also part of effective communication skills.

Motor: Students must have sufficient motor skills to gain access to patients in a variety of care settings. Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. Students must be able to sit, bend, reach and/or walk and stand for most of the day. Students should have no restrictions in the following: climbing, stooping, kneeling, reaching, standing, walking, pushing (carts), lifting (20 pounds or less), carrying (20 pounds or less), fingering (writing, typing), feeling (particularly with fingertips, i.e. for skin turgor), talking, hearing, and seeing. Frequent interaction via computer, interpretation of visual presentation on screen, and repetitive hand movements are also required.

Intellectual-Conceptual, Integrative, and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, synthesis, and evaluation. Problem-solving and critical thinking are important skills demanded of dietitians and require all of these intellectual abilities. Students must have the intellectual ability to comprehend and recall large amounts of didactic information under time constraints and apply this information to the practice of dietetics and food service management.

Behavioral and Social Attributes: Students must possess the emotional health required for full use of their intellectual abilities, to exercise good judgment and efficiently complete all responsibilities of the dietetics program. The development of mature, sensitive, effective and professional relationships with patients and members of the healthcare team is essential. Students must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the healthcare environment. Compassion and concern for others are also desirable personal qualities.

Ten professional behaviors important in the work setting are assessed throughout the dietetics program, especially in supervised practice experiences. These ten behaviors fall under the category of behavioral and social attributes: commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem-solving, professionalism, responsibility, critical thinking and stress management.

Certain disabilities can interfere with a student's ability to complete the Nutritional Science program and acquire the essential functions necessary for the practice of dietetics. A student who feels he/she has such a disability is required to register with Disability Services office at <http://www.astate.edu/a/disability/> or 870-972-3964. Reasonable accommodations can be made to compensate for some but not all, limitations. Students should be aware that those limitations that interfere with patient care, safety, or require the use of an intermediary may be incompatible with independent professional practice.

During dietetics program orientation students are required to acknowledge that they are able to fulfill the essential functions stated here by signing a form located in the Dietetics Student Handbook. This form will be placed in the student's file.

A-State Governing Principles: Smoke-Free Environment

I. PURPOSE

The purpose of this principle is to provide guidelines for the implementation of the prohibition of smoking on the Arkansas State University campus. This principle supersedes existing policy number 03-05 dated 07/01/94.

II. BACKGROUND

The Arkansas Clean Air on Campus Act of 2009 prohibits smoking on each campus of state-supported institutions of higher education beginning August 1, 2010.

III. PROCEDURES

- A. Smoking on all Arkansas State University properties is prohibited.
- B. Effective August 1, 2010, smoking (including cigarettes, cigars and pipes) is prohibited at all times:
 - 1. In all interior space on the Arkansas State University campus; on all outside property or grounds of the University campus, including partially enclosed areas such as walkways, breezeways and bus shelters;
 - 2. In Arkansas State University vehicles, including buses, vans and all other university vehicles;
 - 3. In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.
- C. The university prohibits the campus-controlled sale or free sampling of smoking materials on campus.
- D. Littering the campus with the remains of smoking materials is prohibited.
- E. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Arkansas State University facilities will be required to abide by A-State Governing Principles. Organizers of such events are responsible for communicating these procedures to the attendees.

IV. COMMUNICATION

Signs bearing the message “Smoke-Free Campus” will be posted at each vehicular and pedestrian entrance to Arkansas State University (as applicable), and each building will display a decal that states “Smoke-Free Campus.” However, smoke-free zones apply on the grounds around all Arkansas State University facilities, whether or not signs are posted. No ashtrays or smoking shelters will be provided on smoke-free campus grounds.

V. SMOKING CESSATION PROGRAMS

Arkansas State University is committed to support A-State students and employees who wish to stop smoking. Assistance to students, faculty and staff to stop smoking is available through the Department of Wellness and Health Promotion, Employee Assistance Program and the A-State Counseling Center. Referrals to cessation services are encouraged.

VI. COMPLIANCE

It is expected that all students, faculty, staff and visitors to campus comply with these procedures. Members of our campus community are empowered to respectfully inform others about these procedures in an ongoing effort to enhance awareness and encourage compliance.

VII. ENFORCEMENT

Any person who violates any provision of this prohibition is guilty of a violation and upon conviction shall be punished by a fine of not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500). This principle shall be enforced by the University Police Department.

Substance Abuse Policy
College of Nursing and Health Professions
Arkansas State University
POLICY

The College of Nursing and Health Professions recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of a health occupation. Within each profession there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health professionals are expected to be free from the abusive influence of chemical substances/drugs¹. When students are under the influence of drugs and alcohol, they present a threat to patients, other students and the employees and visitors of clinical facilities. It is the responsibility of the student to report any medication/s taken which would adversely affect her/his ability to perform safely in class or clinic. Written documentation will be required for verification of medications taken and will be placed in the student's file. As a condition of admittance and retention in any professional program in the Arkansas State University College of Nursing and Health Professions all students must sign a SUBSTANCE ABUSE COMPLIANCE CONTRACT agreeing to adhere to the *Substance Abuse Policy & Procedures* when conducting any activity associated with their educational program. As the contract notes, it is inclusive of testing for substances and appropriate release of that information.

PROCEDURES

1. *If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities the student will immediately be asked to submit to body fluid testing for substances at a lab designated by the College of Nursing and Health Professions who have identified procedures for collection (see attached). The cost of the test will be borne by the student. Refusal to submit for testing warrants immediate program dismissal.*
At the time the specimen is released to the testing lab, the student will sign a release statement requesting that the test results be sent to the Dean's Office, College of Nursing and Health Professions, and to the student. If the results are negative, no further action will be taken and the student will only be allowed to make up work missed. If the results are positive (and substantiated by a second or confirmation test), the student will be dismissed from the professional program. Laboratory results will be disclosed to individuals whose duties necessitate review of the test results and confidentiality will be adhered to as stringently as possible.

2. *This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol abuse is present. A student may be removed from the clinical environment or educational program for any prohibited behaviors as set out in the university or program handbooks, rules and regulations, whether or not related to substance abuse.*

¹The generic meaning of the term "drug" is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider's instructions and do not impair the student's ability to perform his/her duties, are exempt from this policy.
Reference: Reiss, B. & Melick M. (1987). Pharmacological Aspects of Nursing Care (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633.

3. Readmission of the student to the program is contingent upon the following conditions:
 - a. Formal application for readmission to the program.
 - b. Meeting specific program admission criteria as noted in the Undergraduate/ Graduate Bulletin.
 - c. Clinical space availability.
 - d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and Health Professions by the designated treatment facility.
 - e. Follow-up program as suggested by the treatment facility which may include, but is not limited to, one or more relapse prevention procedures. The follow-up program will be individual specific and written as part of a contractual agreement with the student.
4. Arkansas State University may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination. Each case is judged individually by each board.
5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical agencies to which they are assigned.

BEHAVIORAL CHANGES ASSOCIATED WITH SUBSTANCE ABUSE

The College of Nursing and Health Professions has developed the following list of behaviors that are not all inclusive but, when observed, can be used as indices to identify an individual who at the moment of observation could be under the influence of a "drug" (see the *Substance Abuse Policy* for definition of the term "drug" and for the mechanisms to operationalize the policy). The College of Nursing and Health Professions is guided by behavioral descriptors that are stated in the latest edition of Diagnostic & Statistical Manual of Mental Disorders.

* Observation of any of these behaviors will result in dismissal from the learning environment (clinical or classroom).

Attention Deficit/Cognitive Impairment

- ataxia
- tremors, especially of the hands
- * slowed response time in a familiar skill
- * diminished from the usual in coordination/dexterity

Social Impairment

- * inappropriate verbal remarks (subjects/words/expletives)
- * inappropriate behaviors or those beyond the societal norm such as:
 - angry outbursts/unrestrained agitation
 - crying that cannot be explained
 - euphoria
 - paranoia
 - hallucinations
- * behaviors that are markedly changed from that individual such as
 - introversion
 - extroversion
 - sullen/irritable
 - giddy
 - defensiveness

Somatic Manifestations/Discomforts

- * odor of alcohol on breath
- nausea/vomiting/thirst
- frequent trips to bathroom/complaint of urinary frequency or diarrhea
- hiccoughs
- reddened sclera (bloodshot eyes)
- pupil changes/drooping eyelids
- complain of blurred vision or inability to focus

Speech/Communication Impairment

- * slurred (thick tongue)
- * rapid/choppy communication pattern
- * incoherent speech

BEHAVIORAL PATTERNS ASSOCIATED WITH SUBSTANCE ABUSE

The following is a list of behavioral patterns that may surface when drugs have been abused. While these patterns have many causes, thorough assessment and detailed documentation is needed over a period of time to determine if there is any relationship to drug abuse. Patterns of behavior to observe and validate are:

- repeated tardiness
- frequent absenteeism
- numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- untidy personal appearance or deterioration in quality of grooming
- lack of attention to hygiene (hair, nails, skin, oral)
- multiple crises in personal life
- avoidance/lack of eye contact
- isolation/lack of peer support
- repeated excuses for below standard performance
- forgetfulness with appointments/assignments
- slowed response time in familiar activities
- behavior shifts/mood swings
- lack of trust and suspicious of the motives of others
- needle tracks on body surface
- behaviors surrounding the administration of narcotics:
 - ❖ frequent need to waste "unused" medications
 - ❖ recording the administration of larger doses than ordered
 - ❖ unauthorized possession of the narcotic key
 - ❖ unsupervised entry into narcotic cabinet
 - ❖ volunteering to be in situations to gain greater access to narcotics
 - ❖ taking frequent breaks/numerous occasions when whereabouts unknown

Criteria for Urine Drug Screens

NOTICE: PROVIDE LAB WITH THIS CRITERIA

ANY DRUG SCREENS SUBMITTED TO ARKANSAS STATE UNIVERSITY, COLLEGE OF NURSING AND HEALTH PROFESSIONS SHALL HAVE MET THE FOLLOWING CRITERIA:

1. Specimen collection is witnessed.
2. BASIC 10-PANEL * DRUG SCREEN INCLUDING ALCOHOL, MEPERIDINE AND DRUG OF CHOICE (SEE #7).
3. Laboratory must be CLIA¹ approved.
4. Confirmation of positive results is done by GCMS². If specimen must be sent to another laboratory for confirmation, the chain of custody is maintained.
5. Report, in addition to results, will include:
 - a. Chain of custody;
 - b. Drug history;
 - c. List of drugs screened;
 - d. Confirmation of method used; and
 - e. Specific gravity.
6. The laboratory will retain negative specimens for a minimum of two (2) weeks and positive specimens for a minimum of one (1) year.

*10-PANEL INCLUDES:

Amphetamines	Benzodiazepines
Cannabinoids	Cocaine
Opiates	PCP
Barbiturates	Methadone
Methaqualone	Propoxyphene

7. THE DRUG SCREEN SHALL TEST FOR THE FOLLOWING:

Amphetamines	Methaqualone
Barbiturates	Phencyclidine
Benzodiazepines	Propoxyphene
Cannabinoids	Alcohol
Cocaine	Meperidine
Opiates	Drug of choice
Methadone	

DRUG SCREENS WHICH DO NOT TEST FOR THE ABOVE WILL BE CONSIDERED NON-COMPLIANT WITH THE ORDER.

¹Clinical Laboratory Improvement Act: SET of Federal Regulations which clinical labs must meet for certification.

²Gas Chromatography Mass Spectrometry

Adopted from Arkansas State Board of Nursing, January 1997.

ARKANSAS STATE UNIVERSITY
COLLEGE OF NURSING AND HEALTH PROFESSIONS

Waiver of Release of Medical Information
Substance Abuse Policies and Procedures

I, _____, am a professional health student at Arkansas State University and have previously received, read and understand the College of Nursing and Health Professions' *Substance Abuse Policy & Procedures*.

I hereby consent to having a sample of my body fluid collected on this _____ day of _____, 20____, according to the terms set forth in the policy for the purpose of testing for identified substances at my own expense.

I understand that a positive test result will require a subsequent confirmation test. If that result remains positive, it will affect my status in the professional program. I understand that if I am taking any medications which would adversely affect the results of the test, that I should disclose those immediately. Written medical documentation from my physician will be required by me for verification of those medication/s taken.

I authorize the release of test results related to the screening or testing of my blood/urine specimen to the Dean, College of Nursing and Health Professions at Arkansas State University and to myself. I understand that my body fluid specimen will be sent to _____ for actual testing.

I hereby release Arkansas State University, its Board of Trustees, officers, employees, and agents from legal responsibility or liability arising from such a test, including but not limited to, the testing procedure, analysis, the accuracy of the analysis, or the disclosure of the results.

Student's signature

Date

Time

Witness's signature

Date

Time

For Student File

ARKANSAS STATE UNIVERSITY
COLLEGE OF NURSING AND HEALTH PROFESSIONS

College Student Academic Honor Code

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable academic conduct. A student is assumed honorable until his/her actions prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others. Formal procedures exist for violations of the academic honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

I have read the explanation of the College Student Code of Honor. I understand that as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

Signature

Date

Note: Keep a copy of this page for your file. Submit the original to your advisor to be placed in your advising folder.

Criminal Background Checks

Arkansas State University College of Nursing & Health Professions

I understand that criminal background checks may occur as part of my professional education at A-State. Evidence of a previous charge or conviction of a felony/misdemeanor on my record may affect my progress in this program. While the faculty cannot realistically determine whether this will have any future impact on my ability to work in my profession, I do understand that the following issues could arise during my time as a student or as a graduate of the program.

1. Certain rotation sites could deny me access for rotation.
2. Hospitals or other health care institutions could refuse to allow me access for a clinical experience.
3. The above two issues could make it impossible for me to complete the clinical portion of my education and therefore not graduate.
4. Upon graduation, a state licensing agency could refuse to grant me a license.
5. As a licensed professional, certain health care institutions could refuse to grant me privileges.
6. There could be other, unforeseen, impacts of this incident on my ability to practice as a professional.

Student Confidentiality

ARKANSAS STATE UNIVERSITY COLLEGE OF NURSING AND HEALTH PROFESSIONS

The confidentiality of patients admitted to contract clinical agencies of the Coordinated Program in Dietetics OR College of Nursing and Health Professions is protected by state and federal laws as well as facility policy and ethical consideration. Any student who breeches this confidentiality is subject to immediate termination from the practicum. Such disclosure is also subject to applicable laws and regulations. All information in regard to patients is considered confidential. This includes the following:

- A. The fact that the individual is a patient at a contracted clinical agency.
- B. The patient's name, address, employer, etc.
- C. The nature of the patient's illness or reason for admission to the facility.

Students are not allowed to discuss patients with individuals in the community and are not allowed to discuss patients in patient/public areas within the facility. Prior to the start of the practicum, each student will receive a briefing regarding confidentiality from the instructor.

**Arkansas State University
College of Nursing and Health Professions
Coordinated Program in Dietetics**

Required Signature Form

This attestation form must be signed, verifying that you read and understand the stated policies or procedures. After initialing and dating beside each listed document, sign the document and return to the Nutritional Science office prior to September 1. The form will be placed in your permanent student file.

Document	Statement (Student is responsible for reading each document in its entirety.)	Initial	Date
Dietetics Student Handbook	I understand that I am responsible for the information contained in the Dietetics Student Handbook and agree to abide by the policies contained therein. It is my responsibility to periodically review the Handbook for updates.		
Disabilities Statement	In accordance with the Americans with Disabilities Act, I (check one item below) <input type="checkbox"/> Require no special accommodations to complete the program in which I am enrolled, or <input type="checkbox"/> Require the following special accommodations to complete the program in which I am enrolled. Annually, a copy of your card from Disability Services Card must be provided to the Nutritional Science Office. You must notify faculty each semester of your disability needs for class and/or supervised practice.		
Professional Behavior Evaluation Form	I understand that, if I fail to exhibit expected professional behaviors, that corrective/disciplinary actions will be taken.		
Essential Functions	I understand and acknowledge that I am able to fulfill the essential functions as described here.		
Substance Abuse Policy	I have read the Board of Trustee approved <i>Substance Abuse Policy & Procedures</i> of Arkansas State University College of Nursing and Health Professions and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. I understand that it is my responsibility to report any medication taken which would adversely affect by ability to perform safely in class or supervised practice. I also understand that any cost involved in drug testing will be my responsibility. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.		

Document	Statement (Student is responsible for reading each document in its entirety.)	Initial	Date
College Student Academic Honor	I have read the explanation of the College Code of Honor. I understand that, as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.		
Student Criminal Background Checks	I understand criminal background checks may occur as part of my professional education at A-State. Evidence of a previous charge or conviction of a felony/misdemeanor on my record may affect my progress in this program.		
Student Confidentiality	I understand the information presented to me regarding the patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my practicum course at Arkansas State University.		
Field/Clinical Site Release Form	As part of the professional degree program, I will be required to enroll in clinical/field courses at various sites and locations prior to my graduation. My signature on this form acknowledges that I understand I will not be financially compensated for these field or clinical courses by either Arkansas State University or the entity who operates the site and location where these field or clinical courses will take place.		

Printed Name of Student _____

Signature of Student _____

A-State Student ID Number _____

Date _____