

Human Nutrition and Food Science Dietetic Student Handbook

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FORWARD

Welcome!

On behalf of the faculty in Human Nutrition and Food Science (HNFS) of the Department of Family and Consumer Sciences, we wish to extend you a heartfelt welcome. It is our sincere wish that you find personal and career satisfaction and growth as a dietetics student at New Mexico State University.

The HNFS Dietetic Student Handbook is a guide to facilitate adjustment of students in the Dietetics option to the educational process. The information presented here outlines the regulations and policies above and beyond those presented in the NMSU Undergraduate Catalog, NMSU Schedule of Classes and the NMSU Academic Calendar necessary to promote satisfactory relationships among students, faculty and staff, clients and field experience facilities.

Please do not hesitate to consult with any Human Nutrition and Food Science faculty member for further clarification and information. The faculty and staff of the department are here to help you attain your goals as you begin your career in dietetics.

DEPARTMENT OVERVIEW

The Human Nutrition and Food Science Program in the Department of Family and Consumer Sciences of the College of Agriculture and Home Economics at New Mexico State University (NMSU) provides educational opportunities for individuals who seek to develop beginning competencies as dietitians, nutritionists, food scientists and technologists. Consistent with the mission of the university, the department serves the educational needs of a diverse and multicultural student body. Students range from those initiating study in the nutrition major to competent licensed practitioners pursuing a higher level of nutrition education.

The Dietetics option is a program of study within Human Nutrition and Food Science major in the Department of Family and Consumer Sciences. The program is developmentally accredited by the Commission on Accreditation of Dietetics Education (CADE) of the American Dietetics Association which is located at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60660-6995. They can be reached by phone at 800-877-1600. Students completing this option will have a Bachelors of Science in Family and Consumer Sciences with a major in Human Nutrition and Food Science.

MISSION AND PHILOSOPHY OF THE DIETETIC PROGRAM

The mission of the Dietetic option of the Human Nutrition and Food Science major in the Department of Family and Consumer Sciences at New Mexico State University is to educate men and women in their roles as individuals and as citizens in a changing society. We prepare them as professionals in the area of dietetics and instill in them an

interest in life-long learning and thought. A concurrent goal is to develop in students a scientific attitude and ability to use and/or conduct research directed toward the solution of problems affecting the health and well-being of individuals and families.

Studies in the Dietetic option emphasize the basic principles of the chemical, biological, physical, and social sciences and the arts. In addition to classroom instruction, students are given practical learning experiences through laboratory exercises, case studies, and field experience. The curriculum combines the practical and theoretical to prepare the student to work effectively in his or her chosen area of professional interest, be it health care, nutrition education, food service management or food product research and development.

PROGRAM GOALS

The goals and outcomes measures of the DPD at NMSU are to:

Response:

The goals and outcomes and assessment measures have been revised as follows. Goals 1 and 2 have been revised so that they pertain to only those students in the Dietetics option (DPD). Goal 3 remains the same. Goal 5 has been revised so that it is now a goal. Goal 5 has been eliminated.

- Recruit, retain and graduate quality Human Nutrition and Food Science (HNFS) – Dietetic (DPD) option students
 - Outcome - At least 45% of persons entering the HNFS major with an option in Dietetics will complete a degree in this major and option
 - Assessment – Number of students entering major with the Dietetic option that graduate within 6 years of entering the program
 - Outcome – At least 75% of HNFS majors with an option in Dietetics that graduate over a 5 year period will have a Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale
 - Assessment – Number of HNFS majors in the Dietetic option that graduate over a 5 year period
 - Assessment - GPA of HNFS majors in the Dietetic option that graduate over a 5 year period
 - Outcome – At least 80% of HNFS majors in the Dietetic option will go to an internship, graduate or professional program or work in a foods and nutrition related field following graduation
 - Assessment – Number of HNFS Dietetic option students applying for and obtaining internship, professional or graduate school appointments
 - Assessment – Number of HNFS Dietetic option students not applying for an internship, professional or graduate school appointment that are working in a foods and nutrition related field
- Maintain and/or increase undergraduate enrollment in HNFS Dietetic option at NMSU

- Outcome – Number of HNFS Dietetic option students enrolled each Fall will be within 90% or higher of the number noted the previous Fall
 - Assessment - Number of persons enrolled in HNFS major with a Dietetic option as of the Fall enrollment date each year
- Have DPD graduates who apply for a supervised practice program attain an appointment in such a program
 - Outcome – At least 75% of the DPD students who apply for a supervised practice program will obtain an appointment to such a program
 - Assessment – Number of DPD graduates meeting requirements to obtain a Verification Statement who applied to a supervised practice program who obtained a match to such a program
- Provide DPD graduates with the background and resources to be successful in a supervised practice program and on the CDR National Exam
 - Outcome – At least 80% of DPD graduates who complete a supervised practice program will pass the CDR National Exam on the first try over a five year period
 - Assessment – Number of program graduates taking and passing the CDR National Exam each year for the last rolling five year period

Through these goals the Dietetic program at NMSU strives to provide the student with the background that he or she needs to:

- Improve the physiological health of the individual and the family.
- Develop an appreciation for research in his or her professional context.
- Develop an inquisitive attitude and the desire to pursue life-long, self-directed learning.
- Explore and assimilate the fundamental food and nutrition issues and concerns.
- Translate and disseminate scientific principles of foods and nutrition and protect the public from misinformation.
- Facilitate a stronger correlation between dietetic education and practice.

REQUIREMENTS FOR BECOMING A REGISTERED DIETITIAN

- Completion of a minimum of a Bachelors degree in dietetics or a related field from an accredited college or university. Completion indicates that the student has met all requirements of a given program or exam set forth by the program or Commission on Accreditation of Dietetic Education.
- Completion of Didactic Program in Dietetics (DPD) requirements in a didactic program approved/accredited by the Commission on Accreditation of Dietetics Education. Once new DPD requirements become an official part of the curriculum and are published in the New Mexico State University Undergraduate Catalog, students entering the program will be required to meet the new DPD requirements. In accordance with university policy, students currently enrolled in the program when the new DPD requirements go into effect will have the option of meeting the DPD requirements in place when they enrolled at NMSU or the

new DPD requirements as long as they are graduating under a catalog that is less than 6 years old. Students not currently enrolled in the program when the new DPD requirements go into effect will be required to meet the requirements of the plan that is in effect when they enter or reenter the program.

- Completion of an experience in a supervised practice program accredited by the Commission on Accreditation of Dietetics Education.
- Satisfactory completion of the Commission on Dietetics Registration National Exam.

RIGHTS AND RESPONSIBILITIES

As members of the university and the Department of Family and Consumer Sciences community, students acquire rights and responsibilities. Specific university-wide student rights and responsibilities are contained in the New Mexico State University Student Handbook (<http://www.nmsu.edu/~vpsa/handbook.html>). Every student is responsible for being knowledgeable about the university policies and procedures contained in the NMSU Student Handbook and Undergraduate Catalog (http://www.nmsu.edu/Academic_Progs/Undergraduate_Catalog/) and those of the Department of Family and Consumer Sciences and the Baccalaureate degree in Family and Consumer Sciences with a major in Human Nutrition and Food Science. Changes in policies and procedures will be made available to students and each student shall be responsible for being aware of and abiding by the changes. Students have:

- a right to a sound education;
- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality instructors available;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for participating in interdisciplinary activities;
- a right to due process;
- a right to and a responsibility for insuring peer review and self-evaluation;
- all the rights and privileges of internal governance;
- a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within dietetics and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between dietetics education and practice.

Ethics

Human Nutrition and Food Science students have a special concern with ethical standards because of the unique demands of dietetic practice. To guide the students along the path of ethical dietetic practice, the Standards of Practice in Nutrition Care and updated Standards of Practice and Professional Performance (JADA, 2005) are as follows:

Standard 1: Provision of Services

Professionals in dietetics provide and promote quality services based on client needs and expectations, up-to-date knowledge, and professional experience.

Standard 2: Application of Research

The dietetics professional applies, supports and generates dietetics-related research which facilitates continuous quality improvement and provides documentation of the benefit of services to clients.

Standard 3: Communication and Application of Knowledge

Professionals in dietetics work with others using their knowledge and skills related to food, human nutrition and management when providing services.

Standard 4: Utilization and Management of Resources

Delivery of services is done making appropriate use of time, money, facilities and human resources.

Standard 5: Quality in Practice

Regular performance evaluation and continuous improvement of services are done to ensure quality practice.

Standard 6: Continued Competence and Professional Accountability

Continuous updating of knowledge and skills are required for the dietetic professional to maintain accountability to the clients served.

The Standards of Professional Performance (JADA, 2005) provides a basis for the Code of Ethics for the Profession of Dietetics (ADA, undated). This code of ethics is as follow:

1. The American Dietetic Association member provides professional service with objectivity and with respect for the unique needs and values of individuals.

2. The member avoids discrimination on the basis of factors that are irrelevant to the provision of professional services, including, but not limited to, race, creed, sex, and age.
3. Dietetic professionals fulfill commitments.
4. Practitioners in dietetics conduct themselves with honesty, integrity and fairness.
5. Professionals in dietetics avoid conflicts of interest.
6. Confidentiality of information is appropriately maintained by the dietetics practitioner.
7. Practice of dietetics is based on sound scientific information.
8. Dietetics professionals are responsible and accountable for competence in practice.
9. Persons practicing dietetics exercise professional judgment and practice within the limits of their abilities and make referrals when necessary.
10. The practitioner provides sufficient information to enable clients to make their own informed decisions.
11. Factual information is used to inform the public of services being rendered by dietetic professionals.
12. Promotion or endorsement of products is done in a manner which is factual and not misleading.
13. The member permits use of his/her name for the purpose of certifying that dietetic services have been rendered only if he/she has provided or supervised the provision of those services.
14. The American Dietetic Association member accurately presents professional qualifications and credentials. The member uses "R.D." or "registered dietitian" only when registration is current and authorized by the Commission on Dietetic Registration.
15. The dietetics professional presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
16. Voluntary withdrawal from practice is done under the following conditions:
 - a. Substance abuse which affects practice;

- b. Mental incompetence; and
 - c. Emotional or mental disability which could harm the client.
17. The American Dietetic Association member complies with all applicable laws and regulations concerning the profession, but seeks to change them if they are inconsistent with the best interests of the public and the profession. The practitioner recognizes that he or she is subject to disciplinary action if:
- a. He or she is convicted of a crime which is a felony or a misdemeanor that is related to the practice of dietetics.
 - b. The practitioner has been disciplined by a state where the grounds are related to principles outlined in these codes of ethics; and/or
 - c. The professional has committed an act of misfeasance or malfeasance directly related to practice of the profession.
18. Practitioners accept the responsibility of protecting society and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting potential violations to the Commission on Dietetic Registration (Code of Professional Ethics, undated). (JADA, 1999)

Confidentiality

It is the responsibility of every student to safeguard the client's right to confidentiality in all aspects of care. It is the client's right to determine the degree of self-disclosure and to whom. Revealing self-disclosed information potentially damages a person's reputation or employment opportunities.

Elements of client information are to be discussed only within the realm of the appropriate clinical/educational setting: planning conferences, post-clinical conferences or classroom seminars. It is a serious breach of confidentiality to discuss client information outside of clinical conferences, seminars, client-centered conferences with agency staff and appropriate classes. One's practice must honor the element of trust given by clients as they share potentially vulnerable aspects of their lives.

Plagiarism

According to the Student Code of Conduct under the Academic Misconduct section (Student Handbook, 2007), "Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other student's work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this

policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:

- An idea or opinion, even when put into one's own words (paraphrase)
- A few well-said words, if these are a unique insight
- Many words, even if one changes most of them
- Materials assembled by others, for instance quotes or a bibliography
- An argument
- A pattern of idea
- Graphs, pictures, or other illustrations
- Facts
- All or part of an existing paper or other resource"

This list is not meant to include all possible examples of plagiarism. See the University Library's web page on plagiarism for further examples.

POLICIES AND PROCEDURES

Sources of Information

Policies and procedures specific to the Department of Family and Consumer Sciences, Human Nutrition and Food Science program are outlined below. Students are also responsible for being knowledgeable about information contained in the Undergraduate or Graduate Catalogs and course syllabi regarding specific course policies and procedures.

Advising

NMSU has entered the age of computerized enrollment. Although such enrollment can be completed for most classes without a signature of the advisor, some classes such as field experiences, labs and special topics classes will require an override and interaction with the advisor and other departmental personnel. However, every student is **STRONGLY** advised to meet with his or her advisor prior to enrollment. Every HNFS student is assigned a Human Nutrition and Food Science program faculty member as an advisor upon admission. However, it is the student's prerogative to have the advisor of choice. Prior to registering for the first semester in the program, the student and advisor should go over the program of study which must be completed to obtain a Baccalaureate Degree in Family and Consumer Sciences. The student then should meet with the advisor during the advisement period (generally the week prior to the start of the registration period) each semester to review the student's progress and work out a plan for the next semester. If a student wishes to add or drop a course after the defined enrollment period, the appropriate Drop/Add/Instructor Consent form should also be reviewed and signed by the advisor. Information concerning registration procedures and deadline dates for completion of registration is included in each semester's New Mexico State University Schedule of Classes.

Students are encouraged to consult with their advisors about any academic concerns or questions about policies and procedures. Advisors should also be notified of any changes in students' plans for completion of the program. Current advisors are:

Margaret Ann Bock, PhD, RD, LD
Department of Family and Consumer Sciences
Box 30003/MSC 3470
New Mexico State University
Las Cruces, NM 88003
(575)646-1178
Email: abock@nmsu.edu

Wanda A Eastman, PhD, RD, LD, CDE
Department of Family and Consumer Sciences
Box 30003/MSC 3470
New Mexico State University
Las Cruces, NM 88003
(575)646-1180
Email: wmorgan@nmsu.edu

Lisa H McKee, PhD
Department of Family and Consumer Sciences
Box 30003/MSC 3470
New Mexico State University
Las Cruces, NM 88003
(575)646-3936
Email: lmckee@nmsu.edu

Grades

Each course syllabus contains specific information about how course grades are computed.

Progression

Progression of a student within and completion of the Human Nutrition and Food Science program are based on the following requirements:

1. The student will earn a C or higher grade in each Human Nutrition and Food Science (HNFS) class and all classes with a CHEM, BCHE, BIOL, PHYS or SpM prefix.
2. According to university regulations, a student who earns a D or an F in a course below the 300 level may repeat that course. The grade earned in the first attempt at retaking a class will be used in the calculation of grade point average (GPA). However, the student should be aware that the original grade earned will

- still be printed on the transcript. A course above the 300 level in which a D or F has been earned may be retaken but all grades earned will be used in computing GPA.
3. Students need to be aware that a GPA of ≥ 2.5 and a class standing of a junior or higher are required to enroll in HNFS 401, 407 and 409, FCSC 400 and FCSE 348. In addition to the GPA requirements and the university status, students must also complete an application to do field experience hours under HNFS 401 (Clinical Field Experience) and 407 (Community Field Experience). Students entering NMSU as of Fall 2007 will complete a series of Seminar/Field Experience hours which include HNFS 201 Seminar I (Spring Semester Only), HNFS 401, HNFS 407 and HNFS 409 Seminar II (Fall Semester Only). An electronic copy of the departmental Field Experience Manual which has the application materials is available at <http://fcs.nmsu.edu/>
 4. The student must maintain a cumulative GPA in accordance with scholastic standing policies outlined in the current New Mexico State University Undergraduate Catalog. However, it is critical that the student understand that, in most cases, grades are used as one of the criteria related to selection for a supervised practice program.
 5. As students progress through the Dietetics option curriculum, they will be asked to develop and update a portfolio. Initial development will be in HNFS 201 Seminar I. Additions to the portfolio are expected in HNFS 401 Clinical Field Experience and HNFS 407 Community Field Experience. A capstone portfolio will be required in HNFS 409 Seminar II. A variety of material, including evidence of oral and written communication skills, ability to use technology, research skills and interpretation, teamwork, critical thinking and problem solving and ethics, will be required in the portfolio. A signed copy of the English Awareness statement and brief discussion of action taken must also be included.
 6. To obtain a Verification Statement, students will need to successfully complete, with a 75% on each, a series of domain specific (Food and Nutrition; Clinical and Community Nutrition; Education and Research; Food and Nutrition Systems; Management) Exit Exams. Each domain specific exam can be taken as many times as needed to achieve the required 75%. Note: Students who have met the academic requirements can graduate but will not receive a Verification Statement until successfully completing the various domain specific Exit Exams noted above. Students should schedule Exit Exams with the DPD Director.

Readmission

Students in good standing who have not taken any courses at NMSU for one regular semester or longer are required to apply for readmission. See the New Mexico State University Undergraduate Catalog for further details.

Graduation

Each student must consult with the student's advisor to ascertain that all course requirements for graduation have been met. A "degree check" will be done by the Office of the Associate Dean of Academic Programs in the College of Agriculture and Home Economics about one year prior to graduation to verify that requirements have been met. Students are required to review the submitted document and sign the degree check which is kept on file in the Academic Programs offices.

When registering for the last semester of classes, the student must complete an Application for Graduation and pay the required fee for the degree. The student must file the application for degree in the Registrar's Office by the deadline published each semester in the New Mexico State University Schedule of Classes.

The current NMSU Undergraduate Catalog outlines graduation requirements and procedures for filing degree applications.

Dismissal

A student may be dismissed from a Human Nutrition and Food Science course in accordance with the policy on Attendance and Student Performance in the NMSU undergraduate catalog, which reads:

"Upon recommendation of the instructor, the student's academic dean shall drop a student for persistent absences or for persistent failure to complete assignments."

The NMSU Undergraduate Catalog also contains policies governing disciplinary probation and suspension.

Students in the Human Nutrition and Food Science program are subject to scholastic probation and suspension as set forth in scholastic standing policies stated in the NMSU Undergraduate Catalog. Students will be notified of their standing prior to the last day to withdraw from the class with a "W".

Students in the Human Nutrition and Food Science program are expected to conduct themselves as responsible citizens on campus and in the community. Rules and regulations applicable to all students on campus are in the Student Code of Conduct in the New Mexico State University Student Handbook.

Grievance Procedure

Students who wish to appeal a decision or awarding of a grade by a faculty member are advised to utilize the student grievance procedure outlined in the New Mexico State University Student Handbook. Students must do so within the defined time frame noted in this document.

Students who have a grievance related to the DPD program should contact the Commission on Accreditation of Dietetics Education at the American Dietetic Association, 120 Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or phone 1-312-899-0040 ext 5400 or 1-800-877-1600.

Liability Insurance

Students are strongly urged to purchase Liability Insurance to cover the period during which they are performing their field experience. Students must sign a statement indicating that they have been advised to carry both liability and health insurance. Students are also required to sign a form releasing the university from liability.

HIPAA and Human Subjects Trainings

Students should be aware that some facilities that allow students to complete field experience hours require completion of HIPAA (Health Insurance Portability and Accountability Act) and/or Human Subject's (Human Subjects Research or HRSA) training. Proof of such training will be required in these facilities. Training and certificates related to human subjects can be obtained from [HRSA](http://www.hrsa.gov/humansubjects/) (<http://www.hrsa.gov/humansubjects/>). HIPAA information is available at [HIPAA](http://www.hhs.gov/ocr/hipaa/) (<http://www.hhs.gov/ocr/hipaa/>).

Tests and Immunizations

Students should be aware that some facilities will require that they show proof of testing for Tuberculosis and completion of the Hepatitis B series of shots before starting a field experience. Proof of having a Tetanus shot within a defined period of time may also be required. Information related to various kinds of immunizations that may be needed can be found at the following CDC sites:

<http://www.cdc.gov/ncidod/diseases/hepatitis/b/factvax.htm> and <http://www.cdc.gov/vaccines/recs/schedules/downloads/adult/06-07/adult-schedule-11x17.pdf>. Some facilities may also require a Food Handler's Permit.

Many facilities also require completion of a drug test prior to starting a field experience. Some will do random drug testing.

Background Checks

Students in facilities with youth may be asked to complete a criminal background check. Background checks can be obtained through the police department. Facilities requiring such checks may also have avenues for completion of this requirement.

Uniforms

During the field experience and laboratory classes, students are expected to dress in accordance with the standards of the facility in which they are working. In facilities

without a standard of dress, a white lab coat, closed-toe shoes, and a hair restraint for use in food preparation or serving areas are considered appropriate.

Personal Appearance

Personal appearance is of significant importance. The following criteria apply to each student:

- Hair must be clean and worn in a manner that prevents it from falling forward during food preparation and performance of client care.
- Fingernails are to be short and clean.
- Jewelry should be in good taste and on the conservative side (i.e. plain wedding band, watch and earrings). Male students may not wear earrings at Memorial Medical Center in accordance with hospital policy. Necklaces are to be worn inside the uniform.
- Beards must be neat and trimmed. Beard restraints must be used if required by the facility.

Smoking

University policy states that all areas within the university are nonsmoking areas with the exception of those areas designated by "Smoking Permitted" posted signs. Students are expected to observe this policy and any smoking regulations promulgated by clinical agencies.

Illegal Drug and Alcohol Use

Policies related to drug and alcohol use are detailed in the [Drug Policies and Programs \(http://www.nmsu.edu/~vpsa/DRPAP/drug-policies.html\)](http://www.nmsu.edu/~vpsa/DRPAP/drug-policies.html) manual.

Evaluation

Evaluation is a critical, continuous process that is an integral component of the Department of Family and Consumer Sciences and the Human Nutrition and Food Science program. The faculty perceive the process as a "two way street" by which students are afforded input on their progress and the students in turn offer input relative to the department and program.

The faculty eagerly solicit the student's constructive suggestions and recommendations for improvement and development. A variety of mechanisms exist to facilitate the evaluation process:

1. During the last two weeks of each Human Nutrition and Food Science course, students are asked to evaluate the course and the professor's classroom performance.
2. Students have the right to provide input to a given professor, advisor, the department head, the dean associated with academic programs or the dean of the college.

Statement of Equal Opportunity

The dietetic program at New Mexico State University operates in strict accordance with the New Mexico State University "Policy Statement on Equal Employment Opportunity/Affirmative Action" (http://www.nmsu.edu/~eeo/images/EEO_AA.pdf) and the New Mexico State University "Policy Statement Against Sexual Harassment" (<http://www.nmsu.edu/~eeo/images/SHPOLICY.pdf>).

Protection of Privacy of Information

Student's privacy of information is protected in accordance with the specifications of the Family Educational Rights and Privacy Act of 1974 (<http://www.nmsu.edu/dhm/FERPA.htm>) as described in the New Mexico State University Student Handbook (<http://www.nmsu.edu/~vpsa/handbook.html>).

The following information has been designated as Directory Information, which is subject to release to the public under the Buckley Amendment (PL 93-380), "The Family Educational Rights and Privacy Act of 1974":

Student's name, address, telephone and E-mail listing, date and place of birth, classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The student may revoke permission to release the above information by completing the No Release of Information Form, which is available each term in the back cover of the New Mexico State University Schedule of Classes or simply by writing to the Office of the Registrar, Box 30001, New Mexico State University, Las Cruces, NM 88003-0001.

Access to Personal Files

Student's academic files are maintained in the Department of Family and Consumer Sciences central office. Faculty and department secretaries/staff are the only personnel who have access to these files. Applications and transcripts are on file in the Registrar's Office. After giving notice and supplying proof of identification, students have access to those files maintained in the Registrar's office.

STUDENT SUPPORT SERVICES

University-wide academic and support services are listed in the New Mexico State University Student Handbook (<http://www.nmsu.edu/~vpsa/handbook.html>). Below are a few services which may be most helpful for any Human Nutrition and Food Science student. For further information about each service, please contact the agencies at the phone number listed in the New Mexico State University Student Handbook.

Alumni Association
American Indian Program
Associated Students of New Mexico State University (ASNMSU)
Black Student Programs
Book Store
Office of Student Success
Chicano Programs
Counseling and Student Development
Financial Aid
Honors Program
Information and Communication Technologies
Library (Branson Hall and Zuhl Library) (<http://lib.nmsu.edu/index.shtml>)
Office of Student Success (<http://banner51.nmsu.edu:8080/>)
Services for Students with Disabilities (<http://www.nmsu.edu/~ssd/>) 505-646-6840 TDD
575-646-1918
Special Student Services
Speech and Hearing Center
Student Affairs
Student Health Center

Publications

In addition to the support services, the following publications are useful in obtaining needed information:

1. New Mexico State University Student Handbook can be accessed online at <http://www.nmsu.edu/~vpsa/handbook.html> This handbook covers university-wide student services, organizations, regulations, and policies.
2. New Mexico State University Undergraduate Catalog can be accessed online at http://www.nmsu.edu/Academic_Progs/Undergraduate_Catalog/ They are also available at the Admissions Office in the Educational Services Building. The undergraduate catalog contains essential information about university policy, procedures, and regulations; program curricula and course descriptions.
3. New Mexico State University Schedule of Classes -- published each semester and available at the Department of Family and Consumer Sciences main office (GT 309). This publication contains essential information about registration

- procedures, dates, and deadlines; fees and class schedules. An online version can be obtained by going to <http://my.nmsu.edu> and then clicking on the Student and Financial Aid tab and then on the Look up Classes link. Once on the Display Dynamic Schedule page, click on the dropdown menu and select the semester for which you wish to obtain class information and click on the Submit button.
4. Financial Aid Handbook -- available in Suite F of the Educational Services Building. Online it can be obtained through <http://fa.nmsu.edu/workstudy/fawrkbk.html>
 5. Round-Up -- (The University student newspaper) -- published daily and available throughout the campus. It is online at <http://www.roundupnews.com>
 6. Family and Consumer Sciences Field Experience Manual – provides the student with information related to completing a field experience. Forms that must be submitted prior to starting a field experience are also included. It is located online at: <http://fcs.nmsu.edu>
 7. Services for Students with Disabilities – Located in Corbett Center, Rm 244 – Phone 575-646-6840 TDD 575-646-1918 FAX 575-646-5222. It is located online at <http://www.nmsu.edu/~ssd/>

Library and Audiovisual Services

The university library at Branson Hall and the Zuhl Library contain Human Nutrition and Food Science books and related materials, indexes and periodicals. Students are also encouraged to take advantage of the multitude of services the library provides, including an orientation to the library facilities and services. Other services of interest to the Human Nutrition and Food Science student include interlibrary loan (a means for obtaining reference materials not held by the library at little or no charge).

The Department of Family and Consumer Sciences has a departmental Resource Room in Room W311E of Gerald Thomas Hall (Agriculture and Home Economics Building). It is currently open to students at times posted on the door. Faculty advisors can also assist students in using this resource. Students may sign out books and journals. These resources are to be used only on the third floor of the Agriculture and Home Economics Building, unless the student has special permission to use them elsewhere.

Computer Networking Services

Students enrolled at NMSU may obtain an Email account through Information and Communication Technologies. The Help Line is at 505-646-1840. Accounts are provided as a part of the activity fee paid as a part of tuition. Information can be obtained in the Information and Communications Technology Building or it can be accessed through the Internet at <http://www.nmsu.edu>. Students are strongly encouraged to get the account and start using computer services as soon as possible. Students should be aware

that the university has established a policy that all emergency information will be disseminated via the NMSU Email system. They should also be aware that they can have their NMSU Email forwarded to an outside Email provider using the Forward setting. However, it is critical that students realize that some messages that are forwarded may be blocked by the outside provider.

Phone Calls and Messages

Students may make local calls on the telephone in the main office of the Department of Family and Consumer Sciences. Calls should be limited to matters of urgency only and should be brief. Only emergency calls and messages will be accepted for students in the office.

Use of Electronic Devices

Various types of electronic devices (e.g., laptop computers; PDAs, cell phones, gaming consoles, calculators) are prevalent. Students are expected to use good etiquette when using such devices in a public forum. Use of such devices in the classroom setting is at the discretion of the instructor. Failure to use such devices within the parameters established by the instructor may result in disciplinary action.

Copying

A copy machine is available in the study room on the first floor of Gerald Thomas Hall. Other on campus facilities are available at Corbett Center. Kinkos, which is located in the shopping center at the corner of Espina and University, also has copying capabilities.

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES STUDENT ORGANIZATIONS

In addition to university-wide organizations for students listed in the New Mexico State University Student Handbook, the following organizations may be of interest to students:

Human Nutrition and Food Science Association

The name of this organization is New Mexico State University Human Nutrition and Food Science Association (NMSU HNFSA).

The purpose of HNFSA as related to dietetics is:

- To assume responsibility for contributing to dietetics education in order to provide for the highest quality of health care
- To provide programs representative of fundamental and current professional interest and concerns; and
- To aid in the development of the whole person, his/her professional role and his/her responsibility for the health care of people in all walks of life.

The annual dues entitle students to membership in the HNFSA. Participation in local activities of the association, in addition to attendance at local, state and national meetings, prepares dietetics students for future professional involvement. Meetings are held biweekly, and all students are encouraged to join. For further information, please leave your name and a message in the HNFSA box in the Department of Family and Consumer Sciences main office. HNFSA also maintains a list serve which all HNFS students are encouraged to join. To join, the student's name and Email address should be left in the HNFSA box. To send a message to the listserve, the address is:

hnfsa@nmsu.edu

Keep in mind that anything you send to the listserve can be read by all persons on the listserve. If you reply to a message on the listserve, all persons on the listserve can read the reply.

PROFESSIONAL ORGANIZATIONS

New Mexico Dietetic Association/American Dietetic Association

The New Mexico Dietetic Association (NMDA) is the state constituent member organization of The American Dietetic Association (ADA). Students in the Dietetics option are eligible for membership in the organization at a reduced fee.

The ADA/NMDA is the only dietitians association representing all registered dietitians. It exists to work for the improvement of health standards and health care availability, to foster high standards of dietetics practice, and to stimulate and promote the professional development of dietitians and advance their economic and general welfare.

Membership in ADA entitles one to receive the Journal of American Dietetic Association as well as selected other association publications. It also entitles one to lower registration fees at annual conferences and member pricing on various books sold by the association. Students also receive the Student Scoop.

Any student interested in becoming a member of NMDA/ADA may write to:

The American Dietetic Association
120 South Riverside Plaza
Suite 2000
Chicago, Illinois 60606-6995
(312) 899-0040
1-800-877-1600

or contact any Human Nutrition and Food Science faculty member for membership information. Information about the organization can also be obtained through the internet at <http://www.eatright.org>.

REFERENCES

Code of Ethics for the Profession of Dietetics. *JADA*. 99(1):109-113, 1999.

Standards of Practice in Nutrition Care and Updated Standards of Professional Performance. *JADA*. 105(4):641-645, 2005.

Student Handbook 2006-2007, Code of Conduct, Academic Misconduct
<http://www.nmsu.edu/~vpsa/SCOC/misconduct.html>.