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Acknowledgements

This handbook has been developed for students enrolled in the Didactic Program in Dietetics (DPD) at Prairie View A& M University, by the members of the Prairie View Student Dietetic Association (PVSDA). It will serve as a handy reference concerning policies and procedures of the program.

Faculty and the advisory committee sincerely appreciate the suggestions and recommendations from the following students: Sanique South, Natalee Evans, Ashley Moore, and Andrea McDonald for their contributions. Special thanks to Chelsea Arkadie for serving as student representative to the advisory committee, and the initial gathering, compiling, and formatting of the handbook. Thanks also to Carla Hayes for her contribution in formatting, assembling and proofing of the handbook.

Program Introduction

The didactic program in nutrition at Prairie View A&M University was planned, organized, and developed as a program in Dietetics in 1947. The Generalist emphasis was selected in developing a curriculum. The first students graduated in 1951. Graduates of the program are employed as registered dietitians, teachers, extension specialists, and as mid-managers in commercial food operations, in public schools and in the city, county, state, and federal programs. Presently, the program is designed primarily for students planning to enter the health services industry through positions in dietetics, human nutrition or food systems management. It emphasizes entry competencies, which will enable students to relate scientific knowledge of nutrition and food to the promotion of positive health, the prevention of ill health, the dietary control of disease, and management of food service systems.

Mission

The **mission of the undergraduate program in Human Nutrition and Food** is to provide quality dietetic education that enhances the students' total development, and provide an avenue toward the eligibility of students becoming registered dietitians.

Students will possess the knowledge and competencies required to enter into dietetic internships, successfully complete graduate nutrition and related programs and enter into entry level positions in the nutrition profession, thus meeting the needs of the residents of Texas and the nation. The degree plan emphasizes the significance of lifelong learning, individual development, problem solving, critical thinking and decision making. Graduates are encouraged to utilize their professional preparation and personal potential to improve the health of individuals and families throughout the life cycle.

Didactic Program in Dietetics Goals

GOAL 1. Prepare competent graduates for entry into dietetic internship programs or other graduate degree programs.

Outcome Measure 1a. Over a five year period 80% of program graduates will successfully complete the registration exam on the first try.

Outcome Measure 1b. Within 18 months of DPD completion. 50% of students not applying to DI programs will be accepted into post-graduate programs.

Outcome Measure 1c. Over a five year period 80% of those applying to DI programs the academic year of completion will be accepted.

Outcome Measure 1d. Seventy percent of majors completing 36 hours of major requirements in DPD will complete program requirements within 150% of time planned for completion.

Outcome Measure 1e. Over a five year period 60% of DPD graduates will apply to supervised practice programs in the academic year they complete the program.

GOAL 2. Add to the cadre of minorities of professionals successful in their field of study.

Outcome Measure 2a. Within 18 months of DPD completion, 80% of students not applying to either a DI program or a post-graduate program will receive employer ratings of "satisfactory" or better in a nutrition and or food related employment.

Outcome Measure 2b. 80% of Graduates entering a supervised practice or graduate program will complete all program requirements within 150% of time planned for completion.

GOAL 3. Foster quality academic , professional and social development and instill within graduates a commitment to community service.

Outcome Measure 3a. Over a five year period, students will rate the quality of academic training received in 90% of the program major course requirements as met or exceeded expectations.

Outcome Measure 3b. Over a five year period, 80% of current students will indicate active involvement in campus clubs and community service activities.

Outcome Measure 3c. Over a five year period, 50% of graduates will show continued involvement in professional or community service activities.

Human Nutrition and Food Degree Plan

Freshman

First Semester

COMP 1003 Intro to Computer Education	3
ENGL 1123 Freshman Composition I	3
HIST 1313 US to 1876	3
HUSC 1343 Ecology of Human Nutrition	3
HUSC 1351 Human Sciences Perspectives	1
MATH 1113 College Algebra	3
Total:	16

Second Semester

BIOL 1054 Human Ant and Phys and Lab	4
CHEM 1011 General Inorganic Chemistry Lab	1
CHEM 1033 General Inorganic Chemistry	3
ENGL 1113 Freshman Composition II	3
HIST 1323 The U.S. 1876 to Present	3
PSYC 1113 General Psychology	3
Total:	17

Sophomore

First Semester

BIOL 1073 General Microbiology	3
CHEM 1021 General Inorganic Chemistry Lab	1
CHEM 1043 General Inorganic Chemistry	3
HUNF 2653 Food Principles & Meal Mgmt.	3
POSC 1113 American Government I	3
SOCG 1013 General Sociology	3
Total:	16

Second Semester

HDFM 2553 Human Dev and Lifespan	3
HUNF 2633 Food Service Systems	3
ECON 2113 Principles of Microeconomics	3
POSC 1123 American Government II	3
SPCH 1003 Fund of Speech Communication	3
Elective-Visual and Performing Arts	3
Total:	18

Junior

First Semester

CHEM 2032 Organic Chemistry Lab	2
CHEM 2033 Organic Chemistry	3
HUNF 2663 Food Systems Management	3
HUNF 3633 Advance Nutrition	3
HUNF 3613 Lifecycle Nutrition	3
MGMT 1013 Intro to Business	3

	Total: 17
Second Semester	
CHEM 2043 Organic Chemistry	3
HUNF 3653 Nutrition & Disease	3
MGMT 3103 Principles of Management	3
HUNF 3623 Food Science & Technology	3
HUSC 3323 Program Planning II	3

Total: 15

Senior

First Semester	
CHEM 4033 Biochemistry	3
HUNF 4603 Physiochemical Aspects of Food	3
HUNF 4663 Medical Nutrition Therapy I	3
MATH 2003 Elementary Statistics	3
HUNF 4303 Human Nutrition & Food Practicum	3

Total: 15

Second Semester	
HUNF 4413 Special Topics: Nutrition	3
HUNF 4673 Medical Nutrition Therapy II	3
HUNF 4613 Research in Nutrition	3
HUNF 4693 Community Nutrition & Health	3
Electives Humanities	3

Total: 15

The PVAMU Didactic Program in Dietetics is accredited for a Bachelor of Science (BS) Degree with 129 credit hours, visit <http://www.pvamu.edu/print/4156.asp>

Verification Statement

Students must successfully complete the outlined program of study and receive a BS degree in Dietetics. In addition, students must maintain at least a 2.5 GPA in major and support area requirements with a grade of 'C' or better in each course. In instances where courses are substituted or completed as independent study, students are required to take and successfully complete an examination covering the relevant knowledge and competencies in those areas. If all the above criteria are met, the program will issue a verification statement to the student.

Each student must receive a verification statement to be eligible to apply for entry into supervised practice.

- Upon completion of the degree requirements in the Human Nutrition and Food Program in the Department of Agriculture, Nutrition and Human Sciences at Prairie View A&M University, students will be issued a Verification Statement of eligibility which allows them to apply for a Dietetic Internship.
- The date of the student's graduation will be the date recorded on the Verification Statement.
- Verification Statement will be issued within two (2) weeks after the degree is conferred.
- A graduate of another academic institution who is seeking a verification statement will be requested to present official transcripts of all academic work previously completed.
- The program director will evaluate the transcripts against the curriculum of the accredited Didactic Program in Dietetics (DPD) at Prairie View A&M University.
- Following the evaluation of transcripts, the student will be informed in writing of any deficiencies, and can begin working toward completing this course work in the Department of Agriculture, Nutrition and Human Ecology at Prairie View A&M University.
- After completion of the requirements of the Didactic Program curriculum a Verification Statement will be issued.

The date recorded on the Verification Statement will be the date the student completed the deficiencies in course work.

- After completion of the requirements of the Didactic Program curriculum a Verification Statement will be issued.
- The date recorded on the Verification Statement will be the date the student completed the deficiencies in course work.
- **Due to a shortage in available Supervised Practice (internships) slots, acceptance into an internship is not guaranteed upon completion of DPD Program.**

Student Conduct

The Human Nutrition and Food program adheres to the University Student Conduct rules and regulations

Disability statement:

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct:

Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

- **Cheating:** deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
- **Academic misconduct:** tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
- **Fabrication:** use of invented information or falsified research.
- **Plagiarism:** unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise.

Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct:

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the

student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Additional Information can be found on the Prairie View A&M website under Student Affairs:
Student Conduct and Handbook

For protection of privacy visit **<http://www.pvamu.edu/pages/4053.asp>**

For personal files visit **<http://www.pvamu.edu/pages/2489.asp>**

Statement of equal opportunity

POLICY: In accordance with University policies, the Department of Agriculture, Nutrition & Human Ecology offers equal opportunity to students regardless of race, religion, color, sex, disability, national origin, and as covered by law, age and veteran status. Individuals with Disabilities Compliance with Section 504 of the 1973 Vocational Rehabilitation Act, and the Americans with Disabilities Act of 1990. The faculty of the Department are encouraged to develop innovative and creative ways of opening the profession of Dietetics to competitive, qualified individuals with a disability.

PROCEDURES:

1. Students should be able to demonstrate intellectual-conceptual, integrative and qualitative abilities and should agree that they can meet these abilities with accommodations in the event they have a documented disability.
2. Students with documented disability must be able to perform with good motor capabilities.
3. Students should be able to perform, with accommodations if they have a documented disability, appropriate anthropometric measures in the nutritional assessment of patients.
4. Students should be able to perform using good communications skills in speech, hearing, listening, reading and writing.
5. Students should be able to: (with appropriate reasonable accommodations in the event they have a documented disability)
 - a. Participate in course work (lectures, presenting reports and other classroom activities) and assume responsibility for functions such as the interviewing, counseling and education of clients and personnel.
 - b. Make visual observations in order to perceive non-verbal client communications and assume responsibility for functions such as i) assessment of clients for physical signs of nutritional status, ii) inspection of foods and food products to make purchasing decisions and iii) oversight of food preparation and handling to maintain quality, appearance and safety standards.

Protection of privacy information

POLICY: The Didactic Program in Dietetics supports the University policy of one's right to privacy.

PROCEDURES:

1. The privacy of students' records and affairs is protected under the Federal Family Educational Rights and Privacy Act of 1974 as amended (PL.93-380)
2. Information regarding the Right to Privacy Act can be obtained from the registrar's office at Prairie View A & M University.

Access to personal file

POLICY: All university and department student files are considered “confidential”.

PROCEDURES:

1. A file is initiated for each student upon application to the program
2. Files are kept in a department cabinet that is protected by a locked office when the office is closed.
3. Only the department secretary and faculty have automatic access to these files.

POLICY: Students will have access to their own departmental student file.

PROCEDURES:

1. Student access to files shall be limited to the office hours of the department.
2. The secretary will provide the student with his/her file which must be examined in the office area.

Access to student support services

POLICY: Students will have adequate supervision at all times.

PROCEDURES:

1. A preceptor will be assigned to each practicum facility for each practicum course that will be responsible for supervising students, making assignments and evaluating students.
2. In an emergency another person may supervise a student for a day or two. Should this become a longer time, the university supervisor should be contacted to rearrange student assignments.
3. At no time will a student take the place of a regular employee.
4. Support services are offered to all students by the Office of Counseling and Career Development which provides personal, academic, and career counseling services.
5. Students with disabilities have access to counseling and referral services geared to their specific needs through the University’s Office of Counseling and Multi-cultural Services.

Vacation, holiday, and absence policy

POLICY: The program will follow the university academic calendar.

PROCEDURES: The academic calendar is available online at www.pvamu.edu/pages/105.asp

General University Information

Rules and Procedures on Discrimination, Harassment, and Privacy

Prairie View A&M University is a member of the Texas A&M University System. The A&M System is committed to equal employment, educational programs and activities, and a discrimination free workplace and learning environment. As such, the University complies with all applicable state and federal laws and regulations on discrimination, harassment and privacy. These laws and regulations include Title V of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; and the Family Educational Rights and Privacy Act of 1974. For more details, please consult the Office of Equal Opportunity or the Office of Human Resources, Prairie View A&M University.

Equal Opportunity Policy Statement

Title VI & VII of the Civil Rights Act of 1964

Prairie View A&M University is fully committed to and promotes equal opportunity for all. This commitment by the University includes equal employment and educational opportunity, affirmative action, and program accessibility. The Office of Equal Opportunity is responsible for the Equal Opportunity Programs of the University.

Program accessibility

Title VI of the Civil Rights Act of 1964

No otherwise qualified individual shall, on the basis of race, color, sex, religion, national origin, age, disability or veteran status, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity provided in the University in accordance with applicable laws and regulations. The University Office of Equal Opportunity is responsible for the Title VI Program of the University.

Title IX of The Education Amendment Act of 1972

Prairie View A&M University does not discriminate against persons on the basis of sex. Individuals will not be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of sex under any educational program, service or activity offered by the University. The University Office of Equal Opportunity is responsible for the Title IX Program of the University.

Title V of the Rehabilitation Act of 1973

In compliance with Title V of the Rehabilitation Act of 1973 and Sections 501, 502, 503, and 504, Prairie View A&M University prohibits the imposition of rules or restrictions that have the effect of limiting participation of students with disabilities in educational programs or activities. Appropriate academic accommodations and reasonable modifications to policies and practices are made to assure that students with disabilities have the same opportunities as other students to be successful on the basis of their intellectual abilities and academic achievements. The Office of Equal Opportunity is responsible for the Title IX Program of the University. The Office of Student Affairs is responsible for the Disability Services program for all students.

Right to Privacy

Families Educational Rights and Privacy of 1974 contained in Public Law 93-380 of the Educational Amendments of 1974, is designed to protect the rights and privacy of students. Official records are not opened to the public and will not be divulged without the consent of the student. Minors (those under 18 years of age) attending the university have the same right to privacy of their records as adult students.

The Buckley Amendment provides that certain directory-type information may be made public on all students unless an individual student states in writing (within the first twelve class days) to the Office of the Registrar that they do not wish that information to be released. Such directory-type information may include (but is not limited to) name, address, telephone number, date, and place of birth, major, participation in activities, dates of attendance, and degrees, and awards received.

Academic information is confidential. However, in order for the University to serve students, academic information is shared with University administrative offices and academic advisors for the purpose of providing services to the student.

Photographs/Videography

Prairie View A&M University and its representatives on occasion take photographs or shoot video footage for the University's use in print and electronic publications. This serves as public notice of the University's intent to use such images as it deems fit. If you should object to the use of your image please contact the Office of Public Relations.

Program Policies and Procedures

All nutrition majors shall adhere to the following steps for registration:

1. Have an updated copy of student transcript (**can be printed from Banner online**)
2. Have all holds cleared prior to visit with advisor.
3. Have all personal information filled in on registration form prior to visit with advisor.
4. Have all required forms complete and ready for signatures if seeking to request permission to take 1000 or 2000 level classes at another accredited institution.
5. Course substitutions must have prior approval from both the Program Coordinator and Department Head. **Note:** Under some circumstances, substitutions may cause you to (forfeit) your opportunity to receive a verification statement. In this case, you will be required to sign a statement of understanding.
6. Classes must be taken in sequence with all prerequisite requirements met prior to entering the course. Overrides will be given only in special circumstances determined by Program Coordinator and Department Head. Students transferring from other programs must take Nutrition courses in sequence and not expect to keep original graduation date as from previous major.
7. All university policies and regulations will be adhered to.
-Transfer credits must be approved by the registrar's office prior to determining which classes may be used toward the degree plan.
8. Program majors must receive advisement and have advisors approval prior to receiving alternate "Pin" to complete registration.
9. **To ensure that all students are given proper advisement, students are assigned to an academic advisor according to last name: However, students will be defaulted to the Program Coordinator if assign advisor is not available. Appointment must be made with program coordinator and advisors**
10. All students must have required textbooks as noted on all course syllabi.
11. All students must meet and discuss program progress and program continuation requirements once a year.
12. In Junior year students are required to visit program coordinator for pre-graduation audit review.
13. All senior students are required to complete Student Exit Surveys their last semester prior to final exams.

14. All students are required to have the graduation audit completed with program coordinator two semesters prior to tentative graduation date.
15. Effective Fall 2010 all Nutrition majors must participate in a minimum of one monthly enrichment activity as approved by advisor.
16. Effective Fall 2010 all nutrition majors must participate in all Student Dietetic Association planned activities including: Meetings, exception granted only for a conflict in work or class schedules, documented illnesses or death of an immediate family member.
17. During the semester of graduation, graduating seniors shall:
 - a.) Complete an exit survey.
 - b.) Provide future contact information.
 - c.) Sign a memorandum of understanding if not eligible to receive verification.
 - d.) Provide or decline permission for the program to request an evaluation of future Performance Evaluation Survey.
 - e.) Commit or decline future membership in Student Dietetic Association.
 - f.) Accept or decline an opportunity to become a student mentor.

Additional Sources of Information:

For the **Academic Calendar** visit <http://www.pvamu.edu/pages/105.asp>

Then click your area of interest e.g. (**Academic Calendar, Athletics Calendar, ECT.**)

For **Withdrawal and Refund** of tuition and fees visit <http://www.pvamu.edu/pages/3529.asp>

For **Scheduling and Program Calendar**, including vacation and holidays visit <http://www.pvamu.edu/pages/105.asp>

Then click your area of interest e. g. (**Holiday Calendar, Campus Activities, ECT.**)

To access **Student Support Services**, including health services, counseling and testing and financial aid resources visit <http://www.pvamu.edu/pages4106.asp> Under **Student Support Services** click on your area of interest e.g. (**Health Services, Financial Services, ECT.**)

Understanding

Your

Profession

Route to Becoming a RD

BS Degree & Didactic Program in Dietetics Verification



Completion of Supervised Practice Hours of at least 1200 clock hours
(Dietetic Internship Verification Needed)



Registration Examination for Dietitians



Registered Dietitian

Locations of Employment Opportunities as a RD

- Hospitals
- Medical Centers
- Private Practice
- Health Care Facilities
- Community and Public Health
- Education/Academics
 - Research
 - Food Industry
 - Journalism
 - Sports Nutrition
- Corporate Wellness Programs
 - Home Health Care
- Foodservice Operations
- Cooperative Extension Service

A New Route to Becoming a DTR

Registered Dietetic Technicians (DTRs) are trained in food and nutrition and are part of the health-care and foodservice management teams.

Individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPD) will be able to take the registration examination for dietetic technicians without meeting additional academic or supervised practice requirements.

Effective June 1, 2009 the 3rd pathway to establish eligibility to take the registration examination for dietetic technicians is as follows:

New Pathway III

- Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of a Commission on Accreditation of Dietetics Education (CADE) Didactic Program in Dietetics (DPD).

If you have comments or questions about this new eligibility option to take the registration examination for dietetic technicians, please call Kay Manger-Hague at ext. 4777, or reply to pdirecto@eatright.org

Employment Opportunities as a DTR

Registered Dietetic technicians, work independently or in teams with registered dietitians. Many work environments require that an individual be credentialed as a DTR.

DTRs work in:

- Hospitals, HMOs, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities helping to treat and prevent disease and administering medical nutrition therapy as an important part of health-care teams.
- Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals, managing employees, purchasing and food preparation and preparing budgets within foodservice operations.
- WIC programs, public health agencies, Meals on Wheels and community health programs, developing and teaching nutrition classes for the public
- Health clubs, weight management clinics and community wellness centers, helping to educate clients about the connection between food, fitness and health.
- Food companies, contract food management companies or food vending and distributing operations developing menus, overseeing foodservice sanitation and food safety and preparing food labeling information and nutrient analysis.

**Becoming
A
Part
Of
Your
Profession**

Student Dietetic Association



Student Dietetic Association

ARTICLE I: Name of organization

This student organization shall be known as the Student Dietetics Association PVAMU Chapter.

ARTICLE II: Purpose

The purpose and objectives of this organization shall be as follows:

1. To allow students enrolled in or interested in nutrition, to conduct and participate in nutrition related enhancement activities.
2. To give students the opportunity to be actively involved with other local and state student chapters.

ARTICLE III: Membership

Section 1 Qualifications

Membership in this organization is open to all individuals who:

1. Major in Nutrition
2. Minor in Nutrition
3. Major in Human Sciences
4. Have successfully completed one academic nutrition course

Section 2 Active Membership-Voting

Active, financial members shall have benefit of all club activities with no limitation.

Section 3 Associate membership-Nonvoting

Associate memberships are limited to:

- a. Non-financial members up to one semester
- b. Corporate, educational, or similar type companies capable of providing sponsorships

or making financial contributions.

Section 4 Honorary Membership-Non-voting

Honorary membership shall be extended too:

- a. College Dean
- b. Department Head
- c. Faculty and Staff

Section 5 Emeritus/Alumni Membership-Nonvoting

Any person who was former faculty, attended or graduated from P.V.A.M.U. in the field of dietetics or food and nutrition, and institutional administration can apply for emeritus/alumni membership. Applications shall be reviewed and approved by executive board.

ARTICLE IV: Officers

Section 1

Officers of this organization shall be elected in April of each calendar year from the active membership. The officers-elect shall be members of the organization during the previous year/s and be in good standing with the club and the University. In circumstances where this criterion does not exist, candidates for office may be considered with two letters of recommendation from professors or advisors of other organizations.

Section 2

The officers of this organization shall include the President, Vice President, Secretary, Treasurer, Parliamentarian/ Sergeant Of Arms, Membership/Nominating Chairperson, Historian, Community Service Chairperson, and Fundraising Chairperson.

Section 3

The duties of this organization shall be those usually performed by such officers, together with the following duties:

President: The president shall be the liaison between the advisor/sponsor and the students/members. The president shall officiate over the meetings of the organization.

Vice-President: The vice-president shall be the secondary liaison between the advisor/sponsor and the members. The vice-president shall conduct meetings in the absence of the president.

Secretary: The secretary shall be responsible for taking minutes at the meetings and keeping them for referral. He/she shall take attendance and make posters and flyers for all club meetings and activities.

Treasurer: The treasurer shall be in alliance with the advisor and president in keeping track of the organization's finances and all monies gained and used by the organization.

Parliamentarian/Sergeant at Arms: The Parliamentarian/Sergeant at Arms responsibilities-

Parliamentarian-to rule on points of questions concerning Parliamentary procedures during business meetings and keep by –laws up to date.

Sergeant at Arms –responsible for meeting room preparation, greeting of members and guest, club property management and may chair or co-chair the Social or Reception committee.

Membership/Nominating Chairperson: The Membership/Nominating Chairperson shall coordinate activities to maintain and recruit members, nominate and prepare proposed slate of officers, and coordinate amenities.

Publication and Publicity Chairperson: The Publication and Publicity Chairperson (P&P Chair) shall be responsible for writing; editing, the approval, and submitting of public notification for all club Articles, and securing ADA professional publications for all active club members.

Historian: The Historian shall maintain archival records of all meetings, activities, and documents. The Historian shall be responsible for taking pictures or coordinating the photo documentation of all club activities with the exception of regular meeting.

Community Service Chairperson: The Community Service Chairperson shall keep abreast of legislative activities relating to nutrition, notify and education members of local, state and national nutrition and health issues, provide data on potential projects and coordinate project management.

Fundraising Chairperson: The Fundraising Chairperson shall address issues of club funding, provide data on potential projects, and coordinate project management.

Section 4

Officers of this organization must meet the following criteria:

- a. Have at least a 2.5 overall grade point average at the time of election
- b. Be in good standing with the University and enrolled in at least six credit hours in a regular semester during the term of office.

- c. Be subject to removal from office by the organization and/or the organization's official university advisor, should the student fail to maintain the requirements as prescribed in a. and b. and /or fail to fulfill the duties as defined.

ARTICLE V: Meetings

Section 1

Regular general body meetings of this organization shall be held weekly, meeting time and date will be decided by executive board based on member survey. Meetings shall be conducted by the President or the Vice President.

Section 2

Special meetings may be called by the president. Members shall be contacted by the phone by the secretary.

Section 3

A quorum of ten percent of the membership must be present for official business to be conducted.

Section 4

The format for conducting general body meetings shall be as follows:

- I. Call to Order
- II. Reading of previous meeting minutes
- III. Treasurer Report
- IV. Unfinished Business
- V. New Business
- VI. Committee/Activities Reports
- VII. Announcements
- VIII. Adjournment

ARTICLE VI: Finances

Section 1

Dues do not exceed \$20.00 per year. Dues will be collected annually from all members of this organization. First time membership dues are \$20.00 and renewal memberships are \$15.00.

Section 2

All monies belonging to this organization shall be deposited and discharged through a bank account established for the organization in the Fiscal Office or any commercial bank in the community. All funds must be deposited within twenty-four hours of collection. The advisor must approve and sign a voucher for each expenditure before any business transactions are made.

ARTICLE VII: Amendments

This constitution may be appended at any time by a two-thirds vote of the active membership, subject to the approval of the Director of Student Activities.

Student Dietetic Association

Required Information*

P.V.A.M.U.
Student Dietetic Association/Nutrition Club
Application and Membership Information Form



Circle One: Renewal New Membership

Year _____ Circle One: Fall Spring

Name _____
Last First

Classification _____ Major _____

Student ID _____

Local Phone Number (____) _____

Student Dietetic Association

Cell Phone Number (____) _____

P. V. Email _____

Other Email _____

T-Shirt Size: S M L XL XXL XXXL Other _____

Are you a member of the American Dietetic Association?
_____ Yes _____ No

What would you like to gain from the SDA?

What will you contribute to the SDA?

*Application can be picked up from club Secretary for membership.

Texas Student Dietetic Association

All students are strongly encouraged to be members of both the Texas Student Dietetic Association (TSDA) and the American Student Dietetic Association (ASDA). In order to be a member of TSDA, each chapter must submit a dues fee of \$10.00 per member. Please download and fill out the TSDA dues form found at:

<http://www.eatrighttsda.org/abouttsda/comejoinus.html>

To keep up with current events, Newsletters can be found at:

<http://www.eatrighttsda.org/newsletters.html>

TSDA Scholarships

To be eligible for a TSDA scholarship, a student must be a TSDA Member to apply. They must also be enrolled fulltime in a dietetic education program for the upcoming school year or have applied and waiting acceptance.

For more information please visit: <http://www.eatrighttsda.org/scholarships.html>

Texas Dietetic Association Foundation

The Texas Dietetic Association Foundation (TADF) is a non-profit organization which raises and awards money for scholarships to dietetic students in Texas.

Eligibility Criteria for TADF Scholarships:

- Texas resident at the time of application.
- Undergraduate-current enrollment in CADE accredited program.
- Graduate student with Verification Statement
- Minimum GPA: 2.75 overall and 3.0 in major courses.
- Membership in American Dietetic Association by January 1st of year of application.

TADF Endowed Scholarships

Austin Dietetic Association Scholarship

Betty Bohon Alford Scholarship

Celeste Rocap Scholarship (Big Country)

East Texas Dietetic Association Scholarship

Elmira Blecha Scholarship

Helen Lane Nutrition Research Scholarship

Houston Area Dietetic Association Scholarship

Jane Watkins Cohen—(Nutrition Education)

Joan J. Coleman Scholarship

Lubbock Dietetic Association Scholarship

Miriam Curry Scholarship (West Texas)

Mozzelle Craddock Scholarship

San Antonio Dietetic Association Scholarship

TEAM

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Appendices

Student Name: _____ **Student ID:** _____
e-mail address: _____, **Program Entry Date:** _____
Classification: _____ **Phone No.:** _____ I (

Course and Number	SH	Substitute Course	Trans	Res	Grade	Gr/Pt	Semester/Yr
Core Curriculum (43 SCH)							
ENGL 1123 English Composition I	3						
HIST 1313 U.S. to 1876	3						
MATH 1113 College Algebra	3						
CHEM 1033 General Inorganic Chemistry	3						
ENGL 1133 English Composition II	3						
HIST 1323 The U.S. 1876 to Present	3						
ECON 2003 Fundamentals of Economics	3						
BIOL1054 Human Anatomy & Physiology I	4						
PSYC 1113 General Psychology OR SOCG 1013 General Sociology	3						
POSC 1113 American Govt. I	3						
COMP 1003 Digital Communication	3						
POSC 1123 American Govt. II	3						
Language, Philosophy and Culture	3						
Creative Arts	3						
Human Nutrition & Food Requirements (43 SCH)							
HUNF 1343 Nutrition & Wellness	3						
HUSC 1351 Human Sciences Perspectives	1						
HUNF 2633 Food Service Systems	3						
HUNF 2653 Food Prin. & Meal Management	3						
HUNF 2663 Food Systems Management	3						
HUNF 3613 Life Cycle Nutrition	3						
HUNF 3653 Nutrition & Disease	3						
HUNF 4303 Human Nutrition and Food Practicum	3						
HUNF 4473 Nutrition Counseling	3						
HUNF 4603 Physiochemical Aspects of Foods	3						
HUNF 4613 Research in Nutrition	3						
HUNF 4663 Medical Nutrition Therapy I	3						
HUNF 4693 Community Nutrition	3						
HUNF 2533 Intermediate Nutrition	3						
HUNF 3633 Advanced Nutrition	3						
Support Area Requirements (13 SCH)							
MATH 2003 Elementary Statistics	3						
MGMT 1013 Introduction to Business	3						
CHEM 1011 Inorganic Chemistry Lab	1						
COMM 1003 Fund of Speech Communication	3						
BIOL 1073 General Microbiology	3						
Concentration Area Requirements (21 SCH)							
HUNF 3623 Food Science and Technology	3						
HUNF 4673 Medical Nutrition Therapy II	3						
HUSC 3323 Program Planning II	3						
CHEM 1043 General Inorganic Chemistry	3						
CHEM 1021 Inorganic Chemistry Laboratory II	1						
CHEM 2032 Gen. Organic Chemistry Lab I	2						
CHEM 2033 Gen. Organic Chemistry I	3						
CHEM 4033 Biochemistry	3						
Total Semester Hours	120	Hours Needed For Completion of Degree Plan					
Student's Hours		Total Hours the Student Has Completed					

Transmittal Form

Date _____

Item Received:

Human Nutrition and Food Student Handbook

Received by:

Print Name

Signature

Advisor's Signature

The Didactic Program in Dietetics at
Prairie View A&M University is currently
accredited by the Commission on
Accreditation for Dietetic Education
(CADE) the accrediting agency for the
American Dietetic Association 120
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800-877-1600



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