



STUDENT HANDBOOK
2008-2009

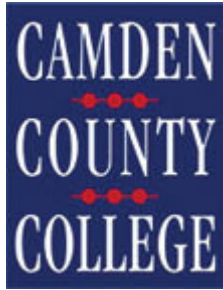


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Dietetic Technology Program Director's Message



Marsha V. Patrick, MS, RD
Assistant Professor/Food and Nutrition Science Director

Welcome to the Dietetic Technology Program at Camden County College. On behalf of the department's faculty and staff, please accept our congratulations on your choice to become a dietetic professional and our commitment to ensuring the quality and continued improvement of your dietetics education to meet your career goals

We are proud of the department's accomplishment over the past 30 years providing the educational preparation for hundreds of dietetic professionals currently working in the community as a Dietetic Technician Registered (DTR) or a Registered Dietitian (RD) in various capacities.

This Department Handbook has been developed to inform students about written polices and procedures that protect their rights as a student. This Department Handbook is consistent with current institutional practices. In conjunction with the college Student Handbook it provides valuable information about the department policies, procedures and services.

In addition to this handbook, you may visit the college Web site at www.camdencc.edu and search for the Dietetic Technology Program. Here you will find information about the department's mission, goals and details on degree requirements.

Remember that the department's faculty and staff are available to assist you in planning and implementing your educational track towards becoming a successful dietetic professional.

Sincerely,

A handwritten signature in blue ink that reads "Marsha V. Patrick". The signature is written in a cursive, flowing style.

Marsha V. Patrick, MS, RD
Assistant Professor/Food and Nutrition Science Director



Professional Code of Ethics

Code of Ethics for the Profession of Dietetics as published in the January 1999 Journal of The American Dietetic Association

The American Dietetic Association and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of The American Dietetic Association only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

Preamble

The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The American Dietetic Association who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The American Dietetic Association who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The American Dietetic Association. All of the aforementioned are referred to in the Code as "dietetics practitioners." By accepting membership in The American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The American Dietetic Association and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises. The dietetics practitioner who wishes to inform the public and colleagues
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CSP" or "Certified Specialist in Pediatric Nutrition"; "CSR" or "Certified Specialist in Renal Nutrition"; and "FADA" or "Fellow of The American Dietetic Association") only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
 - b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.

17. The dietetics practitioner withdraws from professional practice under the following circumstances:
 - a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
 - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
 - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
 - a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
 - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
 - c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

About the College

Early in 1967 the Salvatorian Fathers, owners of the Mother of the Savior Seminary in Blackwood, sold the school and the 320-acre tract of land surrounding it to Camden County College. By September 25th, the college received its first class of students. The original buildings on the Blackwood Campus included a classroom building, a dining hall, a three-story classroom/laboratory identified as Washington Hall, the Wilson Complex (Wilson Hall West, Wilson Hall East, and Wilson Hall Center), Roosevelt Hall, Jefferson Hall and Lincoln Hall, which contained both the gymnasium and the auditorium.

The presence of the college in the City of Camden began in the spring semester of 1969 with an evening school program, which was offered to 20 students who had not graduated from high school, but who had completed tenth grade.

The purpose of the program was to help students prepare to pass their General Education Development (GED) tests so that they could begin full-time college programs on the Blackwood Campus in September. An innovative new Camden City Campus building opened in 1991. The building houses both Camden County College and junior and senior year programs for Rowan University, allowing students to earn both associate and baccalaureate degrees at the Camden City Campus.

In March 2000, the college opened the William G. Rohrer Center at the intersection of Route 70 and Springdale Road in Cherry Hill Township. The center serves as the college's hub for business and industry training and leads the way in showing how a community college can assist in the workforce development of an entire region.

Camden County College enrolls more than 20,000 credit students annually in over 100 degree and certificate programs, offering state-of-the-art preparation in technology, business and

healthcare professions and the liberal arts and sciences. A national leader in technology instruction with programs such as robotics, computer integrated manufacturing and photonics/fiber optics, the college also is recognized as a vital resource for transfer education, customized training for business and industry and community-based cultural arts programming.

Blackwood Campus

The Blackwood Campus, encompassing more than 300 acres, has grown to include more than 25 buildings.

Camden City Campus

The Camden City Campus consists of two buildings. The five-story College Hall is the original building and is located at Broadway and Cooper Street. The structure features classrooms, meeting rooms and a childcare center. A second building was opened in 2004. Located across the street from College Hall on the block bordered by Broadway and Cooper, Sixth and Penn streets, the mixed-use facility houses technology rich classrooms and laboratories, state of the art conference rooms, an e-village, student service offices and much more.

William G. Rohrer Center

The 31,600 square foot, two-story facility includes computer-rich classrooms, collaborative learning labs, a technology intensive library, a bookstore, food services, faculty offices and seminar rooms. The center attracts workers who need new skills for job enhancement or career changes, and professionals interested in technology applications. Individuals seeking associate's degrees also are able to take core courses at this location.

About the Program

The Dietetic Technology Program was developed in 1976, approved by the American Dietetic Association in 1978 and received full accreditation in 1997. The Program was developed to meet the community's need for trained para-professionals in the field of dietetics as well as the students' need for a career program in dietetic and food service management. As part of the Math, Science and Health Careers division of the College, the Program has many opportunities to interact with various Allied Health programs that train professionals in the fields of Dental Assisting, Dental Hygiene, Nursing, Medical Lab Tech and Health and Exercise Sciences. The Program has many opportunities to work in collaboration with these programs to offer many unique educational experiences for its students.

The Dietetic Technology Program prepares students for employment in nutrition care and food service management and for the National Registration Examination. It consists of 67 credits and 450 hours of supervised field experience. The program is career oriented and is transferable to four-year colleges and universities. The Program is compatible with the mission of the College. It is one of seventeen comprehensive career programs in the Science and Allied Health division. The Dietetic Technology Program is one of two dietetic technician programs in the State of New Jersey and is the only program of its kind in Southern New Jersey. The program provides high quality education to traditional and non-traditional learners in Camden County and other areas of Southern New Jersey. The program is open to all who hold a high school diploma or its equivalent.

The Program Director serves on Math, Science and Health Careers Division's Chairs and Coordinators Committee. At these committee meetings all program curriculum changes are presented, revised and approved. Curriculum review is an ongoing process for the program administrators and the program advisory committee. The program administrators work to ensure that the curriculum realistically prepares students for job success and that all knowledge and entry level competencies are met.

Program Mission

"The Dietetic Technology Program at Camden County College provides a strong academic and practical education platform to students pursuing careers in food and nutrition. The Program strives to meet the needs of individual students while ensuring that all aspects of the established accreditation process are met. Graduates will be prepared for entry level career opportunities and transfer to four year institutions upon Program completion."

Program Goals

1. To provide an entry-level dietetic education to all students enrolled in program to maximize student success.
2. To provide general education and technical experience to adequately prepare students for entry-level employment in the areas of food and nutrition.
3. To develop student competence to practice as entry-level technicians in nutrition care or food service management.
4. To provide a foundation for student transfer to a four-year dietetics, food and nutrition and/or food service management program as a means of establishing an education ladder for all graduates of the dietetic program.
5. To encourage an ongoing commitment to health and wellness promotion in the community.
6. To foster attitudes and behaviors consistent with ethical and professional practice.

About the Students

The program accepts full-time and part-time day and evening students. Students in the program are exposed to many experiences in a variety of clinical settings in the community as well as cultural, recreational and social events sponsored by the College. The program has a formal articulation agreement with Drexel University of Philadelphia, Immaculata College in Pennsylvania and College of Saint Elizabeth, Convent Station, New Jersey. The program has a strong relationship with the Coordinated Dietetic Program at University of Medicine and Dentistry of New Jersey (UMDNJ's) School of Health Related Sciences in Newark, New Jersey. Graduates also transfer to other four-year colleges and universities in New Jersey and Pennsylvania as well as other states.

Program Level Student Learning Outcomes for Assessment:

Graduates of the Dietetic Technology Program at Camden County College will successfully be able to:

1. Translate subjective and objective data to determine a client's nutrient needs.
2. Formulate patient goals based on individual needs of client and established interventions for disease states.
3. Calculate meal patterns for clients based on estimated nutrient needs and establish goals.
4. Document all components of the Nutrition Care Process.
5. Plan and deliver appropriate nutrition education for clients across the lifespan from various ethnic and cultural backgrounds.
6. Identify potential food safety hazards.
7. Demonstrate food production skills in regards to nutrient retention, cost considerations and customer acceptance.
8. Evaluate job market for change and opportunities.
9. Apply the professions POSITION PAPERS in the appropriate manner when presented with a relevant situation or topic.
10. Incorporate CODE of ETHICS into professional practice.

Dietetic Technology Program Specifics

Career Description

Dietetic Technicians work in many interesting places, such as hospitals, long-term care/assisted living facilities, health clubs, community programs, food companies, research labs and restaurants. They assist dietitians/nutritionists and other health professionals in a variety of ways, such as teaching and counseling people about proper nutrition, planning menus, preparing budgets, purchasing foods and supplies and maintaining food safety and sanitation.

Program Information

Students are provided academic and supervised clinical experiences necessary for entry-level competence in dietetic technology. Students are provided a foundation for transfer to four-year colleges/universities dietetics/nutrition programs.

Graduates are prepared to take the Registration Examination for Dietetic Technicians of the Commission on Accreditation for Dietetic Education of the American Dietetic Association and the Certified Dietary Managers examination.

Degree earned: Associate in Applied Science

Special Admissions Requirements:

- High School Preparatory Diploma or equivalent
- Placement into college level English and math
- An interview with the Program Director is highly recommended
- 450 hours of supervised field experience is required prior to graduation
- A grade of a C or higher must be earned in all major course requirements.
- Students are required to purchase lab coats for field experiences, maintain student health insurance and provide reliable transportation to field sites. Some field sites may require a criminal background check.

Accreditation:

This program is accredited by:

The Commission on Accreditation of Dietetics Education

120 South Riverside Plaza Suite 200

Chicago, Ill 60606-6995

Phone: 1-800-877-1600

Rotation Requirements:

Scheduling

Students must complete a minimum of 450 hours of practicum experience, which is completed in actual work settings. The hours are divided among three practicum courses; 135 hours for FNS 200--Community Nutrition Rotation, 135 hours for FNS 240—Food Service Rotation and 180 hours for FNS 250—Clinical Nutrition Rotation. Practicum experience is integrated with classroom learning. This allows students to discuss and share their experiences with the instructor and with other students throughout the semester.

Most rotation hours are scheduled for normal work week but students may be required to be at facilities during evenings and weekends. Hours are not normally scheduled during the college's holidays or vacations. A strong effort is made to provide students with ample notice of their practicum schedules, so that work, transportation, and/or childcare can be arranged. If students have questions regarding scheduling, they should contact the Rotation Advisor.

Attendance

Students are required to complete all practicum hours at the scheduled times and complete the documentation forms for attendance. The documentation forms for attendance must be signed by the site supervisor and Rotation Advisor, and turned in to the Rotation Advisor on the assigned dates.

If an emergency arises, and a student is unable to report to the practicum site, the student must notify the preceptor and Rotation Advisor immediately. If the Rotation Advisor cannot be reached, the student should notify the Program Director and/or the college's division secretary regarding the absence or delay. The Program Director or Division Secretary will notify the Rotation Advisor as soon as possible. It is not acceptable for a student to ask someone else to notify the Rotation Advisor or site supervisor. Failure to give adequate notification will result in a loss of points toward the student's grade.

Professional Dress

Students will be expected to dress in a neat and clean professional manner. Most clinical and food service facilities require that students wear a white lab coat or uniform, and closed toe shoes. Student identification badges are required and must be worn at all times at each facility.

Standards for dress may vary from facility to facility, and vary depending on the job responsibilities during a given day within the specific facility. Specific guidelines regarding proper dress will be covered in the classroom the first two weeks of each practicum course, prior to students beginning their on-site rotations.

Travel

In order to meet all of the requirements needed to complete the program, it will be necessary for students to report to sites that are located throughout the South Jersey area. Students will be required to provide or arrange for their own transportation to and from these practicum facilities. Students must assume liability for their transportation. Travel time does not count towards practicum hours.

Medical Examination

A current medical examination, certain tests and immunizations must be completed before students may begin their practicum courses. Costs for the examination, tests, and immunizations are the responsibility of the student. Specific forms must be completed for each of these medical requirements. Students are expected to read and required to print forms from the program website. Forms are on pages 12-16.

Below is a list of the most common requirements:

Health Requirements:

- Proof of Immunity or Immunization for Varicella, Rubella, Mumps, Measles
- Documentation of annual PPD or, if positive, negative chest x-ray since converting and no symptomatology (TB screening)
- Pre-clinical drug screening

Other Possibilities:

- Fingerprinting (notify the Consortium Program Director if required at facility)
- Background Checks
- Agency specific information such as:
 - Mission, Vision, Values, Philosophy
 - Respect for Diversity Policies
 - Event Codes
 - HIPPA guidelines

Camden County College
Jefferson Hall Room 203
P.O. Box 200
College Drive
Blackwood, NJ 08012
Phone: 856-227-7200, ext. 4359
Fax: 856-374-4862
Food and Nutrition Science Department
Dietetic Technology Program Health Data Form-1

Student's Information:

Last Name	First Name	MI	Maiden
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Address	City	State	Zip
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Date of Birth ____/____/____ Student ID Number _____

Phone () _____ Other Phone () _____

Email _____ Male _____ Female _____

Person to notify in case of emergency:

Full Name	Relationship to Student
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Address	City	State	Zip
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Phone () _____ Other Phone () _____

**Food and Nutrition Science Department
Dietetic Technology Program Health Data Form-2**

Personal History: (Students enrolled in the Dietetic Technology Program must be able to perform all activities without any restrictions) Personal history is required to facilitate care in the event of an emergency and for disclosure, as requested, by clinical rotation sponsoring agencies.

**A. Do you have any allergies? Yes _____ No _____
If yes explain**

B. Describe present or known potential physical or emotional health problems

C. Have you ever been diagnosed with any of the following: (Yes or No)

Impaired Hearing _____ Heart Disease _____ High Blood Pressure _____

Convulsive Disorder _____ Depression _____ Drug/Alcohol Addiction _____

Tuberculosis _____ Physical Limitation _____ Diabetes _____

Other _____

D. Based on my self-assessed status, I attest that I am currently in good health:

(Signature)

**Food and Nutrition Science Department
Dietetic Technology Program Health Data Form -4**

Drug Screen: Pass _____ /Initial _____
Fail _____ /Initial _____

Explain: _____

D.

Are there any abnormalities? If yes, please describe.	NO	YES	DESCRIPTION (use additional sheets, if needed)
Head, ears, nose throat			
Eyes			
Respiratory			
Cardiovascular			
Gastrointestinal			
Genitourinary			
Musculoskeletal			
Endocrine/Metabolic			
Neuropsychiatric			
Integumentary			

Based on my assessment of this student's physical and emotional health,
this patient **IS** _____
IS NOT _____ able to participate in activities related to a health profession in a clinical setting.

If any problems exist that might prevent this patient from full participation in activities related to being a health care professional, e.g. lifting, bending, pulling, pushing, ambulatingplease explain:

Based on my examination, I attest that this student is currently in good health.

Primary Care Provider's
Signature: _____

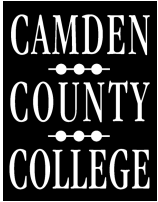
**Primary Care Provider's
Office Stamp**

Printed Name: _____

Address: _____

Phone: _____

Date of Examination: _____



Camden County College
 Jefferson Hall Room 203
 P.O. Box 200
 College Drive
 Blackwood, NJ 08012
 Phone: 856-227-7200, ext. 4359
 Fax: 856-374-4862

Dietetic Technology Program

Dear Prospective Student:

The following institution will provide medical services needed before starting rotations in the Dietetic Technology Program.

Life Care Occupational Services

1397 Blackwood-Clementon Rd Glassboro, NJ 08028 Telephone: 856-627-1011 Fax: 856-627-0403	601 North Main Street Swedesboro, NJ 08085 Telephone: 856-881-1330 Fax: 856-881-6982	510 Heron Drive, Suite 113 Clementon, NJ 08021 Telephone: 856-241-2227 Fax: 856-241-2110
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The Following fees are applicable:

Basic Physical Examination -including review of childhood immunizations-	\$50.00
2-Step PPD-	\$25.00
-CXR if needed-	\$50.00
Basic Drug Screen	\$45.00

Please be guided accordingly.

Sincerely,

Marsha V. Patrick, MS, RD
 Dietetic Technology Program, Director

CRIMINAL BACKGROUND CHECKS

All students enrolled in Health Care programs of the Math, Science and Health Career Division, that intend as part of the education process to apply for a clinical externship at an affiliated health care facility, must have a criminal background check. This background check must be done within three months of the expected start date of the clinical portion of their program. The Division currently accepts the background check done by www.mybackgroundcheck.com . The student is solely responsible for this process. This includes payment for the process and submission of the results to the Program Director within 30 days of the start date of the clinical course. The Program will share with the affiliated clinical site using a system that removes the student's name from the background check and replaces it with a number. The clinical site will make the determination if the student is able to attend that institution. There will be no appeals for students who are not accepted by the clinical affiliate. Once the student is accepted by the clinical affiliate, the student will be required to submit their criminal background check to the clinical site.

By signing below, I acknowledge that I have been provided a copy of this policy and also authorize Camden County College officials and affiliated healthcare facility administrators to review my criminal background check that I will obtain from Mybackgroundcheck.com.

Signature

Print Name

Date

Liability Insurance

Liability insurance is required for all students enrolled in the practicum courses, and is covered by the college.

Accidents, Injury or Illness

Students are responsible for reporting accidents, injury, and/or illness which occurs while they are on campus or at a practicum site to the course instructor, Clinical Coordinator, Program Director, and, when applicable, to the site supervisor. The college must be notified and an incident report will be completed by the parties involved. When applicable, the site's policy for accidents and incidents will be followed. ***Students are encouraged to obtain private health insurance.***

It is the student's responsibility to become familiar with the fire, accident, injury and illness policies and procedures of the facilities where they work. If such incidents occur on the college campus, students should ask college personnel for help, and the college Safety Department must be contacted immediately.

In an emergency or in the case of a life-threatening event, supervisory staff will arrange transport to the nearest emergency facility. The student will be liable for medical expenses incurred. In addition, the student is liable for injury occurring while traveling to or from assigned areas.

Evaluation

Students will be evaluated periodically and at the end of their practicum rotations using a grading rubric. All evaluations will be completed by the site supervisors and the Clinical Coordinator and reviewed with the student. At the end of each rotation, each student will complete a self-evaluation.

Membership In The American Dietetics Association

Students are eligible and encouraged to become a student member of the American Dietetic Association (ADA), whose mission is to be "Leading the future of dietetics."

Membership is offered to students of accredited programs at a discounted rate. For more information, students may contact ADA by calling 1-800-877-1600 ext. 5000, or by visiting their web site at www.eatright.org.

Local Dietetics Meetings & Workshops

Students are encouraged to join the New Jersey Dietetic Association, then attend and participate in local dietetics meetings/workshops. This will help them increase their knowledge in certain areas of dietetics, and network to gain contacts in the profession. Costs of the meetings and workshops are the responsibility of the student.

Applying to the Program

Step 1

Complete an application

<https://www.applyweb.com/apply/camdencc/menu.html> and return it to the Records and Registration Office.

Step 2

Take the College Placement Test

The test is required for degree seeking students before registering for classes. If you have attended another college and have taken college level English and Math and received a grade of “C” or above, at an accredited college you do not need to take the placement test. Please submit to the Records and Registration office an official transcript from every college you have listed on the application. Many questions you have may be answered by viewing the virtual New Student Orientation presentation on the college webpage: www.camdencc.edu. This link will also guide you to important information about college resources.

Step 3

Schedule an Academic Advising appointment

Please call (856) 227-7200, ext. 4454 to schedule an appointment. Prior to your appointment please review the days and hours you would like to attend classes, you may view a list of available courses at www.camdencc.edu/registration or in the Fall course booklet available on campus. You may also want to write down any questions you have. **This time has been reserved for you, it is important that you arrive at the assigned date and time.**

Step 4

Meet with Program Director

Your advising appointment is arranged for you to:

1. Discuss your placement results with Program Director or bring with you an unofficial copy of your transcripts.
2. Discuss the requirements of your major.
3. Assist with proper course selection.

You will also receive your welcome packet with instructions about Student Support Services, establishing a Web Advisor account and college email service.

Step 5

Payment of courses

The Business Office will inform you of your payment schedule. You may pay for your courses by check, money order, credit card or you can apply your financial aid award.

Estimated Costs of Program

The following is an outline of the estimated costs for a student enrolled as a full-time resident for the entire two-year program. Costs are based on the fiscal year 2008-2009. *A more complete description of fees can be found in the college catalog.*

Tuition and Fees.....	\$6565
Uniform/Lab Coat & Shoes	75
Textbooks and Supplies.....	2000
Transportation	varies

Membership fees (optional, but recommended)
American Dietetic Association (ADA)..... 49

Conference/Workshop fees (optional)..... 100
Medical Exam and Immunizations Approx. 200

Approximate Total..... \$8989

Applying for Financial Aid

How do I apply for financial aid?

The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This allows you to apply for federal and state grants. Paper FAFSA forms for the current year and for the upcoming year (2008-2009) are available now in the Blackwood and Camden City Campus financial aid offices and at the Rohrer Center Information desk. There is no charge for filing the FAFSA either by mail or online. Filing online at www.fafsa.ed.gov is the fastest, most efficient way to apply for financial aid.

How do I get help?

For your convenience, you can apply for a PIN and /or file online using one of the 'Student Use' computers available at the Blackwood campus, Wilson West 100 (financial aid office lobby), or at the Camden City Campus financial aid office in the Camden Technology Center, room 209.

Online help with the filing process is available at www.fafsa.ed.gov and at www.studentaid.ed.gov. You can also obtain help over the telephone at 1-800-433-3243.

For additional information contact the financial aid office:
Blackwood: (856) 374-4985 or Camden: (856) 968-1340 or email at: agalgon@camdenc.edu.

What happens next?

Approximately 3 to 4 weeks after you have completed your FAFSA, you should receive your Student Aid Report (also known as the SAR) from the Department of Education. The school receives the same information electronically. We will inform you of the status of your application and tell you if we need any additional documentation. Once your file is complete, if you are eligible for aid you should receive an award letter within 2 to 4 weeks.

Withdrawal and Refund of Tuition and Fees

Students who register for courses at Camden County College are entering into a contract with the college to pay the cost of associated tuition and fees. Students may receive a 100% refund of tuition and fees paid after registration for courses at Camden County College, if courses are officially dropped prior to **the first day of the start date of the session** in which the courses are scheduled.

Students may receive a **50% refund** of tuition and fees paid after registration if courses are officially dropped **on or after the first day of the start date of the session** in which the courses are scheduled **AND by the end date of the schedule adjustment period** for the session in which the courses are scheduled. These refund deadline dates are published in the *Credit Schedule of Classes* tabloid each semester.

After these refund deadline dates, students are not entitled to a refund. If students wish to appeal this policy due to mitigating circumstances, they may do so by following the appropriate tuition refund appeal.

Academic Calendar

Students are to visit the college web site at www.camdencc.edu or follow the scheduling and calendar, including vacation and holidays published in the *Credit Schedule of Classes* tabloid each semester.

Protection of Privacy Information

Student Records and Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords students attending Camden County College certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the appropriate College official a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the eligible student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Director of Student System records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (i.e. directory information). One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Trustees; a person or company with whom the College has

contracted to perform a special task (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Camden County College protects the privacy of students. Consequently, except as outlined in this policy, the College will release information to a third party, only when the student has granted express, written permission for such information to be released.

Directory information is generally available without consent of the student, provided the requester submits the request for the information in writing, along with the purpose for the request. Directory information includes: student's name, address, email address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, most recent prior institution attended. No information (including directory information) will be released by Camden County College for any commercial or profit-making purposes or for any other purpose not directly related to the educational endeavors for which the information was secured.

Camden County College may disclose any directory information items without written consent, unless the student has restricted the distribution. Students have the right to restrict the distribution and/or publication of personal information such as address and telephone number. Students must notify the Records and Registration Office in writing if they wish to restrict disclosure of any information.

Disclosure Without Student Consent

The College will disclose information to government agencies entitled to such information by law. The College will disclose information in response to a lawfully issued subpoena. The College will disclose information when necessary to determine the student's eligibility for financial aid or to enforce the terms or conditions of financial aid that a student has received.

Nondiscrimination Policy

Camden County College complies with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of the 1972, Section 504 of the Rehabilitation Act of 1973, and the Older Americans Act of 1975. These laws prohibit discrimination on the basis of race, sex, handicap, and age in all educational programs and activities. Decisions on admission are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Executive Director of Institutional Compliance, Steve Carter, Camden County College, P.O. Box 200, Blackwood, NJ 08012, (856) 227-7200, extension 4245 or to the Secretary, Department of Education, Washington, DC 20201.

Prior Learning Credit

Methods of Earning Credit for Prior Learning

Students attending Camden County College may earn college credit for a variety of learning experiences that were achieved outside of the traditional college setting. For example, students who can document knowledge acquired while in the military, workplace, advanced courses in high school, or non-traditional course work may submit official documentation for an evaluation or request a test that demonstrates college level knowledge in a particular area.

Students who wish to achieve credit this way should look closely at the credits needed to finish their degree, and how their prior learning experiences may satisfy some of the courses they are required to take.

Listed below are the different methods that can be used to earn college credit. Detailed information on each of the items listed here is available in the Testing Center, Records and Registration Offices, School and Community Program Office, and the CCC Testing web site. Students should review the detailed guidelines for each of the specific methods by which they intend to earn credit.

CLEP (College Level Examination Program) – CLEP tests are available in the CCC Test Center, ext. 4710.

Fee: \$65 Test + \$15 administration fee = \$75

[Clep Exam List](#) www.collegeboard.com/clep [Test Center Information Form](#)

DSST (DANTES Subject Standardized Tests) – DSST tests are available in the CCC Test Center, ext. 4710

Fee: \$70 Test + 15 Administration fee = \$85

[Dantes Exam List](#) [DSST Registration Form](#) www.getcollegecredit.com [Test Center Information Form](#)

Advanced Placement (AP) – Students who have taken an AP course and passed the test with a 4 or higher in English and a 3 or higher in the other approved subject areas may submit official documentation for credit. Official documentation must be submitted to the CCC Test Center, ext. 4710.

Fee: No CCC fee.

Credit by Assessment

Credit by Exam – Tests are available through the following Camden County College academic divisions:

- Math, Science and Health Careers, ext. 4468
- Arts, Humanities and Social Sciences, ext. 4486
- Business, Computers and Technical Studies, ext. 4420

Final results should be submitted to Records and Registration.

Fee: \$40 per exam + 10 per credit

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center), Test Center (LRC 200), Math, Science and Health Careers Office (Taft 104B), Arts, Humanities and Social Sciences Office (Jefferson 114) and Business, Computers and Technical Studies Office (CIM 301).

Student Portfolio – Portfolio reviews will be assigned to a faculty member from the following divisions:

- Math, Science and Health Careers, ext. 4468
- Arts, Humanities and Social Sciences, ext. 4486
- Business, Computers and Technical Studies, ext. 4420

Final results should be submitted to Records and Registration.

Fee: \$40 for evaluation + \$10 per credit granted.

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center), Test Center (LRC 200), Math, Science and Health Careers Office (Taft 104B), Arts, Humanities and Social Sciences Office (Jefferson 114) and Business, Computers and Technical Studies Office (CIM 301).

Credit for Military Experience

Students must submit an official transcript to the Records and Registration, ext. 4230. Credits will be granted according to the American Council on Education (ACE) guidelines. Please see Credit for Military Guidelines form for information on how to request official transcripts online, www.acenet.edu.

Fee: \$40 for evaluation + \$10 per credit granted.

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center) and the Test Center (LRC 200).

ACE (American Council on Education) and **PONSI** (Program on Non-collegiate Sponsored Instruction) – Students may submit documentation for learning experiences outside of the college setting. Any credit awarded will be in accordance with recommendations by ACE and PONSI. Students must submit an official ACE transcript to Records and Registration, ext. 4230. www.acenet.edu www.nationalponsi.org

Fee: \$40 for evaluation + \$10 per credit granted.

Assessment and Fee forms can be obtained in Records and Registration (Wilson Center) and the Test Center (LRC 200).

Access to Student Support Services

Camden County College is committed to offering a comprehensive array of support services to meet the needs of a diverse student population. To compliment the teaching and learning processes, we provide programs and activities that enrich students' overall college experience, offer opportunities for them to develop leadership skills, and facilitate their pursuit of personal and academic goals. Most services are available at the Blackwood and Camden campuses, as well as the Rohrer Center.

The following services are available to the students:

- Advisement
- Bookstore
- Child Care
- Public Safety
- Scholarships
- Special Needs
- Student Employment
- Testing Services
- Transfer Services
- Tutoring
- Student Email <http://www.camdencc.edu/oit/studentemailnew.htm>

The details of all student services can be found on the college web site at www.camdencc.edu

Clubs, Organizations & Honor Societies

Clubs, organizations and special interest groups have been chartered by the Camden County College SGA in response to the interests of the student body. Clubs are categorized as academic, service or social/cultural. During the 2006-07 academic year, the clubs/activities/honor societies listed below have been made available for students to join. Some clubs meet exclusively at the Blackwood Campus and others exclusively at the Camden Campus, but all activities may be joined by students enrolled in credit courses at any of the College's locations. Honor society membership is selective and is based on meeting certain GPA requirements. Interested students should contact the honor society advisor or the office of the related academic dean.

How to Join a Club

Club/organization membership is open to all students enrolled in credit courses at any of the three college locations. Students desiring to join a club must complete and submit a *Club Membership Form* to the club advisor or the Office of Student Life and Activities by October 1 for a fall semester or by February 1 for a spring semester. In order for a club to be activated, at least 15 students must join and participate. Member lists will be authenticated by the Office of Student Life and Activities.

Every club must submit a schedule of meeting dates, goals for the academic year and a summary of how they will use allocated funds related to the expressed goals. Spending will be authorized after review by the Dean of Students. Questions should be addressed to Jackie Tenuto, Assistant to the Dean of Students. The Office of Student Life and Activities is located in the College Community Center, Room 200 (856) 227-7200, ext. 4282.

Department Club and Honor Society

- Dietetic Technology Club
- Delta Tau

Publicizing Student Events

Specific bulletin boards have been set aside for the purpose of advertising student activities and events. Student groups may advertise their meetings and special events on these bulletin boards. Posters and/or flyers announcing student-sponsored events must be approved by the Dean of Students. To obtain approval, students should follow these guidelines:

- Poster size should not exceed 16" x 24."
- Wording must be directed toward the specific date and activity concerned.
- Each poster must be neat and in good taste.
- The name of the sponsoring organization must be included, and the Camden County College logo also must appear on the flyer.
- Each displayed poster/flyer must carry a stamp of approval by the Director of Student Life and Activities.
- No notice or poster may be placed on walls, doors or windows of public areas.
- No notice or poster may be placed on cars.
- Posters/flyers must be submitted to the Director of Student Life and Activities for approval at least 24 hours before the expected posting date, but they will be posted no more than two weeks in advance of the event itself.
- The sponsoring club or organization is responsible for placing posters in designated areas after they have been approved.
- The club or organization is also responsible for removing posters after the event or activity has concluded.

- For posters/flyers that advertise functions not directly related to Camden County College students, space will be granted on bulletin boards if there is no interference with the promotion of college-sponsored activities.
- The Office of Student Life and Activities reserves the right to remove any poster that does not comply with these guidelines.

General Academic Appeals Procedure

Under due process entitlement, students may register their concerns regarding the academic experience through the academic appeals process. Appeals should be initiated within two weeks (ten class days) of the occurrence of the occasion for the concern in accordance with the following procedure:

Step 1. The student must make an appointment and meet with the instructor/faculty member involved to attempt to resolve the matter, bringing such relevant materials as course outline, originals or copies of papers, lab reports and examination grades.

Step 2. If the matter is not resolved with the instructor/faculty member, the student should write a statement describing the exact nature of the appeal and make an appointment to meet with the chairperson/coordinator/director of the department/ program in which the course is offered. The chairperson/ coordinator/ director of the department/program shall make every attempt to resolve the matter. Once the chairperson or coordinator has had an opportunity to research the matter, the student will be informed of the findings. The research process may take up to two weeks before a decision is rendered.

Step 3. If the student does not agree with the findings, he or she should meet with the academic dean of the division in which the course is offered. The purpose of this meeting is to bring the matter to the attention of the academic dean. Students must submit their concern in writing to the dean prior to making the appointment. Once the academic dean has had an opportunity to research the matter, the student will be informed of the findings. The research process may take up to two weeks before a decision is rendered.

Step 4. If the student does not agree with the findings, he/she should meet with the Acting Vice President for Academic Affairs, who shall conduct a review with the purpose of determining whether the student was provided an adequate opportunity to present his/her case to substantiate the appeal. A decision will be rendered within two weeks. The decision of the Acting Vice President for Academic Affairs shall be final.

Step 5. Students who initiate the appeal process with someone other than the instructor/faculty member must be referred to the instructor/ faculty member and start at step 1 (above) in the process.

Graduation Requirements

Students maintaining continuous enrollment at Camden County College may graduate according to the requirements of the catalog in effect at the time *of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.* [See College Handbook for full details]

Verification Statements

Upon graduation, students are eligible for membership in the American Dietetic Association as Dietetic Technician Members, and are eligible to take the Registration Exam for Dietetic Technicians. Verification Statements for application for membership and for application to take the Registration Exam must be completed and signed by the Program Director at graduation exit meeting. The Verification Statements [6 original copies] will be given to the student by the Program Director as part of their Graduation process.

Department Faculty and Staff

Marsha Patrick, MS, RD-Assistant Professor/Program Director

Marsha Patrick was an Adjunct Professor for the DT program for nine years and served as Program Director for two years. Patrick became a full-time Assistant Professor/Food and Nutrition Science Director effective August 28, 2008. She has taught many of the program's food and nutrition courses. Mrs. Patrick brings over 15 years of teaching and 30 years of practical experience in the areas of food service management and clinical dietetics to the Program. Mrs. Patrick has been instrumental during the recent CADE reaccreditation process, helped with identifying resource needs and has brought many practical techniques and tools to our clinical dietetics, food production and management courses.

Betty Brown Joynes, MA, RD-Assistant Professor

Betty Brown Joynes joined the College in 1976. She has served as Program Director for many years and has built the department to what we have today. Mrs. Joynes is currently a full time Assistant Professor and is very active in the Advisory functions of the department. Her peers have recognized Mrs Joynes for "excellence in teaching".

Camille Danielson-Academic Skills Math/Food & Nutrition Science/Dental Program Secretary- Madison 309, extension: 4410

Advisory Committee Members

College Representatives

Margaret Hamilton Vice President for Academic Affairs	Dr. Wendy Blume Dean-Math, Science and Health Careers
Marsha Patrick, MS, RD Assistant Professor/Food and Nutrition Science Director	Maureen A. Reidenauer, RD, CDM, CFPP Hospitality Technology Coordinator
Betty Brown-Joyes, MA, RD Food and Nutrition Science/ Assistant Professor	Maura Klepp, DTR Food and Nutrition Science /Adjunct Instructor
Dr Catherine Boos Dental Programs Director/Professor	Dr Nick DiCicco Associate Professor/Health and Exercise Science Chair
Patty Chappell Allied Health Programs Coordinator	Marlene Lazarus, RN, MSN, Ed. Nursing Program Coordinator

Community Representatives

Chris Carlin, MS, RD Sales Representative-Ross Products 519 Kings Croft Cherry Hill, NJ 08034	Jane Ryan, MS, RD Nutrition Director-Virtua Hospital System Route 70 and Brick Road Marlton, NJ 08053
Margaret Gallagher, DTR DTR Representative 47 Dove Court Turnersville, NJ 08012	Janet Celi PMG School Food Lunch Service 692 Main Street—PO Box 650 Lumberton, NJ 08048
Elizabeth Kuehn, DTR DTR, VA Hospital System, Phila 406 Estaugh Ave Haddonfield, NJ 08033	Elizabeth Kantruss, MA, RD Retired Clinician 233 Wind Way Road Stratford, NJ 08084
Becky Spates, MS, RD Regional Director-Genesis Healthcare 10 Kay Lane Erial, NJ 08081	Marian Rice, DTR Medford Lees Retirement Center Route 70 Medford, NJ 08053
Electra Moses, MS, RD Tri-County WIC Bridgeton, NJ	Racheal Palumbo, DTR, CDM, CFPP Camden County Health Services Blackwood, NJ 08012
Kelly Burgess, MS, DTR 894 Hardingville Road Monroeville, NJ 08343	Gary Slayback 309 No. Lincoln Ave Cherry Hill, NJ 08002

I have read and understand the policies and procedures, described in the **2008-2009 Dietetic Technology Program Student Handbook** required in the student laboratory on the College campus. I have a full understanding of the policies for progression in the Dietetic Technology Program and completion of the program applied associate degree.

Name:

Date:

Student ID:

Students are responsible for signing and submitting this page for permanent placement in the student's file.