

DIETETIC TECHNOLOGY PROGRAM

CAMDEN
COUNTY
COLLEGE



STUDENT HANDBOOK 2020-2021

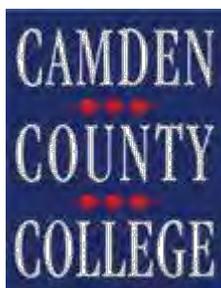


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Dietetic Technology Program Director's Message



Marsha V. Patrick, MS, RD, FAND
Assistant Professor I / 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 policies 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, objectives 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 black ink that reads "Marsha V. Patrick".

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



Code of Ethics for the Profession of Dietetics

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the interprofessional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/ maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (eg, written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (eg, encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

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 Academy of Nutrition and Dietetics formerly known as 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 64 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 to become Dietetic Technicians Registered, for entry level career opportunities, and transfer to four year institutions upon Program completion."

Program Goals

1. To prepare graduates to become entry-level Dietetic Technicians Registered who possess attitudes and behaviors consistent with ethical and professional practice and who will help meet the employment needs of the community in the area of food and nutrition, and/or food service management.

Program Objectives:

Over a 5-year period, 90% of the enrollment identified over the past 5 years in the Dietetic Program enrollment numbers will remain constant to ensure all courses can be offered to current and future students

Over a 5-year period, 75% of all Program students will graduate within 3 years of entering the Program. Graduation rates will indicate that students are completing the Dietetic Program.

2. To prepare graduates who have a commitment to advancing their education beyond the associate degree level in the field of dietetics, food and nutrition and/or food service management.

Program Objectives:

Over a 5-year period, At least 85% of program graduates will successfully pass the registration exam on the first attempt.

Over a 5-year period, 80% of preceptors will state that students are adequately prepared to accomplish the goals of the assigned rotations

Over a 5-year period, 80% of employers will state that graduates are adequately prepared to accomplish entry-level standards of practice in the area of food and nutrition.

75% percent of program graduates will be employed in dietetics or related fields within 12 months of graduation.

At least 50% of Program graduates will pursue Advanced degree within 5 years of graduation from Program. Dietetic Program graduates will transfer and/or matriculate in an advanced degree program within 5 years of graduation.

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. Demonstrate scientific and evidence base of practice with a general understanding of scientific information and research related to the dietetic technician level of practice.
2. Implement professional practice expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.
3. Perform clinical and customer services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.
4. Practice management and use of resources defined as application of principles of management and systems in the provision of clinical and customer services to individuals and organizations at the dietetic technician level of practice.
5. Apply concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span at the dietetic technician level of 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 national registration examination for Dietetic Technician, Registered (DTR). The DTR exam requirements are set by the Commission on Dietetic Registration (CDR). CDR Website: <https://www.cdrnet.org/>

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 required.
- 450 hours of supervised field experience is required prior to graduation.
- The education program meets the Accreditation Council for Education in Nutrition and Dietetics (ACEND)-accredited and supervised practice sites meet ACENDS requirements.
- Students are required to purchase lab coats, aprons, and scrubs for field experiences, maintain student health insurance and provide reliable transportation to field sites.
- Field sites require a physical and criminal background check.
- All program major courses have a no "D" grade policy.
- Academy of Nutrition and Dietetic Association student membership.
- Minimum cumulative grade point average of 3.0 for application to the Commission on Dietetic Registration (CDR) Exam.
- The exam requirements are set by CDR.
- The program outcomes data are available on request.

Accreditation:

The Dietetic Technology program is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND)

120 South Riverside Plaza Suite 200

Chicago, Ill 60606-6995

Phone: 1-800-877-1600

Website: <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

Program Curriculum

First Year/First Semester

ENG-101	English Composition I	3
FNS-100	Dietetic Foundations	3
FNS-106	Foundations of Nutritional Science	3
FNS-110	Food Service Management	3
MTH.....	Mathematics Elective	3

First Year/Second Semester

ENG-102	English Composition II	3
CHM-101	General Chemistry I	4
FNS-130	Life Cycle Nutrition	3
HPE-102	Health and Wellness	3
PSY-101	Basic Psychology	3

Second Year/First Semester

CHM-160	Fundamentals of Food Science	4
FNS-200	Community Nutrition Rotation	3
FNS-210	Food Service Operations	3
FNS-211	Therapeutic Nutrition I	3
.....	Diversity Humanities Elective	3

Second Year /Second Semester

FNS-212	Therapeutic Nutrition II	3
FNS-221	Quantity Food Production	4
FNS-240	Food Service Rotation	3
.....	Laboratory Science Elective1	4

Summer Semester

FNS-250	Clinical Nutrition Rotation	<u>3</u>
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Total Minimum Credits **64**

Program Retention and Remediation:

All prospective, new and current students are encouraged to meet with the program director for advisement, evaluation and counseling to plan courses for the subsequent semester. Prerequisites for courses are evaluated and appropriate advisement and counseling implemented. The director uses counseling/advisement as a tool to help determine the need to offer courses, number of sections, on what day and time to offer courses. Course offerings can be tailored to meet the needs of the students more effectively. Counseling/Advisement is a tool to increase retention and graduation rates.

Advisement and counseling by the director provides awareness to students of the program's expectations, requirements for program completion and a means to identify students who may not be capable of completing the DTT. AAS degree. If students with difficulties are identified early and provided with student support, such as: disability services and/or tutoring they can be successful in achieving program requirements. Students who are not succeeding in the DTT Program classes, or who are identified by the program director as potentially unable to succeed in the DTT Program, are encouraged to explore other options, such as the Academic Certificate in Nutrition Care Manager, NCM.CT.

Disciplinary/Termination Procedures:

Allegations of student misconduct will be reported promptly to the Assistant Dean for Student Development & Support or those acting on his/her behalf. All reports will be addressed in a timely manner. When student misconduct occurs, any person observing it (including students, faculty, administrators, etc.) should immediately report the misconduct to the responsible College official. Any reports received by campus officials or public safety personnel will be routed to the Assistant Dean for Student Development & Support. A written report will be submitted as soon as possible after a verbal report is made, and will include, at a minimum, the following information:

1. name, department and position of the person making the report
2. date(s), time(s) and place(s) of each alleged act of misconduct
3. name(s) or other identifying information of the student(s) involved in the allegations
4. a detailed description of each act of student misconduct including what was stated and done by the individuals involved
5. the name(s) or other identifying information of other witnesses to the acts of student misconduct
6. a brief indication as to which specific provisions of the Student Code of Conduct are alleged to have been violated
7. a statement by the person making the report whether he or she will be willing to participate if necessary as a witness in subsequent administrative proceedings.

The assistant dean for student development & support or those acting on his/her behalf shall immediately notify the Department of Public Safety of the occurrence of any misconduct constituting a violation of law and of the suspension of any student for misconduct. A copy of the notice will also be sent to the appropriate academic deans.

Misconduct may also be reported directly to the Department of Public Safety. If the conduct is considered to be pervasive, continually disruptive to a class, or places others at risk, the Department of Public Safety will remove the student from class and the College campus until meeting with the assistant to the executive dean. In some cases, the student will be required to report to the assistant dean for student development & support before being permitted to return to class.

DISCIPLINARY CONFERENCE:

When misconduct is reported, the assistant to the executive dean of enrollment and student services, her designee, or the designated official at Camden City Campus or William G. Rohrer Center will as immediately as feasible speak to the alleged violator and to any persons harmed by the misconduct or witness to it. The assistant dean for student development & support or those acting on her behalf will discuss the matter with the alleged violator apprising him/her of the accusation made and giving him/her an opportunity to explain his/her version of the facts. After conducting this discussion, the assistant dean for student development & support or those who poned or cancel the proceeding, which may be conducted in the absence of the student charged. The Hearing Board shall make its findings and recommendations at the conclusion of the presentation of the matter. An adverse finding must be supported by a preponderance of the evidence presented to the board. Determinations of the Hearing Board shall not be made public unless required by law. The findings, recommendations and summarized record of proceedings on disciplinary cases shall be transmitted in writing to the assistant dean for student development & support. If the Hearing Board finds no basis for imposing discipline, no further discipline shall be imposed for the same charge. If it is determined that discipline is warranted, the Hearing Board may recommend the appropriate sanction from the list above. The assistant dean for student development & support will consider the recommended sanction and make the determination of the appropriate sanction. The assistant dean for student development & support must notify the student within a reasonable period of time (no longer than 15 days) of the sanction to be imposed.

Rotation Requirements:

Scheduling

Students must complete a minimum of 450 hours of practicum experience, which is completed in actual work settings. Students are not to be used to replace employees. In general, students should not be brought into a workplace if the sole reason is to provide free labor when paid employees are absent. 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 program does not grant credit or supervised practice hours based on an assessment of prior learning or competence. 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.

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.

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.

Westville Scrub Pro

Customer # 1643873
CAMDEN CTY COLLEGE
DIETETICS PROGRAM

1075 Delsea Drive
Westville, NJ 08093
(800) 223-2378
(856) 853-5518
Sales Rep: MARY CONWAY

Date _____

Order _____

Student Name: _____ Phone # _____

Ship To: _____ UPS

_____ Pick Up

QTY	STYLE # & COLOR	SIZE	DESCRIPTION	COST	TOTAL
	SM220 WH		White Swan Ladies Labcoat 37" XS TO XL	\$16.20	
			2XL TO 3XL	\$19.79	
	SM263 WH		White Swan Mens Labcoat 38" XS TO XL	\$16.20	
			2XL TO 3XL	\$19.79	
	SC1590BL CARIBBEAN		Landau Scrub Zone Unisex V-neck Top with Name Embroidered Left Chest XS TO XL	\$13.94	
			2XL TO 3XL	\$16.94	
	PA1028BL CARIBBEAN		Landau Scrub Zone Unisex Drawstring Pant XS TO XL	\$12.69	
			2XL TO 3XL	\$15.69	
	AP010WH		Bib Apron – White 30" x 34"	\$ 4.50	
	EC301		Camden County College Dietetic Technology Student Patch (Left Sleeve of Labcoat & Center of Bib Apron)		
	ED012		Name Embroidery – Left Chest of Scrub Top	\$.00	

Name Embroidery (Please Print) _____

SUBTOTAL

UPS
CHARGE

\$7.50

TOTAL

PAYMENT TYPE: CASH _____ CHECK# _____
CREDIT CARDS – Discover – American Express – Visa – Master Card
Credit Card - _____
Exp: ____/____ Auth: _____

Signature _____

****PLEASE ALLOW 2 – 3 WEEKS FOR ORDER PROCESSING****
****PAYMENT IS REQUIRED AT THE TIME OF ORDERING****

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:

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

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

Camden County College
Halpern Hall, Room 117
P.O. Box 200
College Drive
Blackwood, NJ 08012
Phone: 856-227-7200, ext. 4247
Fax: 856-374-4851
Food and Nutrition Science Department
Dietetic Technology Program Health Data Form-1

Student's Information:

Last Name _____ First Name _____ MI _____ Maiden _____

Address _____ City _____ State _____ Zip _____ Date of Birth ____/____/____ Student ID Number _____

Phone () _____ Other Phone () _____

Email _____ Male _____ Female _____

Person to notify in case of emergency:

Full Name _____ Relationship to Student _____

Address _____ City _____ State _____ Zip _____

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: _____

C.

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:

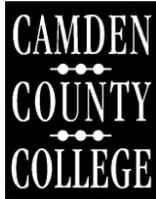
Based on my examination, I attest that this student is currently in good health.

Primary Care Provider's
Signature: _____

**Primary Care Provider's
Office Stamp**

Printed Name: _____

Address: _____



Camden County College
Halpern Hall, Room 117
P.O. Box 200
College Drive
Blackwood, NJ 08012
Phone: 856-227-7200, ext. 4247
Fax: 856-374-4851

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, FAND
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.

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 Instructor and reviewed with the student. At the end of each rotation, each student will complete a self-evaluation.

Membership in the Academy of Nutrition and Dietetics

Students are eligible and required to become a student member of the Academy of Nutrition and Dietetics (AND), 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 AND 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

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 4

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.

Tuition and Payment

Use the Tuition Payment Worksheet to compute your tuition and fees prior to registration:

[Payment Worksheet](#) - A tool to help you figure out your tuition.

- o Tuition is due at the time of registration, or by the deferred payment date if registering during the priority registration period (fall and spring semesters only).
- o The College requires 100% payment by the due date (for deferred registrants) or at the time of registration for summer semester.

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.

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.

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

- x Dietetic Technology Club
- x 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:

- x Poster size should not exceed 16" x 24."
- x Wording must be directed toward the specific date and activity concerned.
- x Each poster must be neat and in good taste.
- x The name of the sponsoring organization must be included, and the Camden County College logo also must appear on the flyer.
- x Each displayed poster/flyer must carry a stamp of approval by the Director of Student Life and Activities.
- x No notice or poster may be placed on walls, doors or windows of public areas.
- x No notice or poster may be placed on cars.
- x 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.
- x The sponsoring club or organization is responsible for placing posters in designated areas after they have been approved.
- x The club or organization is also responsible for removing posters after the event or activity has concluded.
- x 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.
- x 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 Student Handbook for full details]

Verification Statements

Upon graduation, students are eligible for membership in the Academy of Nutrition and Dietetics 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, FAND-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. Professor 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. Professor Patrick brings over 20 years of teaching and 30 years of practical experience in the areas of food service management and clinical dietetics to the Program. Professor Patrick has been instrumental during the recent ACEND 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

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. Professor Joynes is currently a full time Assistant Professor and is very active in the Advisory functions of the department. Her peers have recognized Professor Joynes for “excellence in teaching”.

Latasha Dyer-Food & Nutrition Science Secretary

**DIETETIC TECHNOLOGY ADVISORY COMMITTEE
2020-2021**

<p>Marsha Patrick, MS, RD, FAND Assistant Professor I /Director of Food & Nutrition Science Halpern 117N Camden County College 200 College Drive, Blackwood, NJ 08012 856-227-7200, Ext 4665 mpatrick@camdenc.edu</p>	<p>Betty Joynes, MA, RD Food and Nutrition Science/ Assistant Professor Madison Hall 209A Camden County College 200 College Drive, Blackwood, NJ 08012 856-227-7200, Ext 4324 bjoynes@camdenc.edu</p>
<p>Nirmala Bhagawan, MS, RD Food & Nutrition Science/Adjunct Instructor Camden County College 200 College Drive Blackwood, NJ 08012 856-495-4365 nbhagawan@faculty.camdenc.edu bhagawann@aol.com</p>	<p>Dr Nick DiCicco Associate Professor (Chair/Coordinator) Health and Physical Education Camden County College 200 College Drive, Papiano GYM 118 Blackwood, NJ 08012 856-227-7200, ext. 4264 ndicicco@camdenc.edu</p>
<p>Fathia Richardson, MSN, RN Director of Nursing Programs Halpern Hall, 106D Camden County College 200 College Drive Blackwood, NJ 08012 856-227-7200, ext. 4804 frichardson@camdenc.edu</p>	<p>Dawn Conley, RDH, M.Ed Director of Dental Programs Halpern Hall, 117B Camden County College 200 College Drive Blackwood, NJ 08012 856-227-7200, ext. 4681 dconley@camdenc.edu</p>
<p>Rose Gaano, DTR Food and Nutrition Science/Adjunct Instructor Camden County College 200 College Drive Blackwood, NJ 08012 rgaano@faculty.camdenc.edu</p>	<p>You Sun Bose, RDN Food and Nutrition Science/Adjunct Instructor Camden County College 200 College Drive Blackwood, NJ 08012 ybose@faculty.camdenc.edu</p>
<p>Susan Bruccoliere Food and Nutrition Science/Adjunct Instructor Camden County College 200 College Drive Blackwood, NJ 08012 singram@faculty.camdenc.edu</p>	<p>Jill Logan, Nutritionist WIC Office CN 364 Camden, NJ 08105 866-446-5942 or 609-292-9560 JLogan@gatewaycap.org</p>
<p>Dr. Bettina Taylor, PhD, RD Delaware State University Baker Annex BLDG 101 1200 North DuPont HWY Dover, DE 19901 bctaylor@desu.edu</p>	<p>Lindsay A. Smolinski, RD Virtua Health Systems Director of Nutrition and Diabetes Services Phone: 609-914-6920/856-325-5630 Cell: 609-439-6600 Email: lsmolinski@virtua.org</p>

<p>Hermie DeLeon, RD The Fountains at Cedar Parke 114 Hayes Mill Rd, Atco, NJ 08004 856-889-3390 Hermie@gmail.com</p>	<p>Tricia Yeo, DTR Food Bank of South Jersey Healthy Living Initiative Coordinator 1501 John Tipton Blvd., Pennsauken, NJ 08110 O: 856.662.4884 ext. 139 F:856.662.4489 tyeo@foodbanksj.org</p>
<p>Racheal Palumbo, DTR Sodexo, Camden County College Extension: 4965 Cell Phone: 856-725-0088 racheal.palumbo@sodexo.com rpalumbo@cchsc.com</p>	<p>Andrea Stumpo, RD Elwood Hills Health Care Center 425 Woodbury Turnersville RD Blackwood, NJ 08012 856) 374-6600 Andrea.Stumpo@elmwoodhills.com</p>

I have read and understand the policies and procedures, described in the **2020-2021 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:

Print: _____

Signature: _____

Date:

Student ID:

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