The Handbook is intended to be a reference for students enrolled in the Dietary Managers Program. Policies and Procedures are subject to change. Notification of changes will be posted electronically.
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Professionals Delivering Quality

A dietary manager is a trained foodservice professional. Dietary managers are trained to understand the basic nutritional needs of clients and work in partnership with dietitians, who offer specialized nutritional expertise. Dietary managers are charged with maintaining cost/profit objectives, purchasing goods and services for the department, and supervising staff. The Association of Nutrition and Food Professionals (ANFP) is a national not-for-profit association established in 1960 that today has over 15,000 professionals dedicated to the mission of providing optimum nutritional care through foodservice management and helping foodservice professionals excel.

The Association of Nutrition and Food Professionals
Introduction
This Dietary Managers (DM) Student Policy and Procedures Manual is available to students in the Dietary Managers (DM) program to guide them through their didactic educational training and in their supervised directed practice experiences. Each DM student is expected to uphold the responsibilities associated with the health care profession to the best of her/his ability, and to perform her/his duties in an ethical manner.

These policies apply to all currently enrolled students of the Sinclair Community College (SCC) DM program. They also apply to individuals seeking reinstatement, as well as program transfer students.

The Dietetics & Nutrition Department (DIT) is committed to equal opportunity for all applicants and students, and does not discriminate against anyone based on race, color, creed, religion, age, sex, national origin, citizenship, ancestry, disability, marital status, or veteran status. Supplemental information and revisions of the Student Policy and Procedures Handbook will be provided to DIT students as needed.

A Short History of Sinclair Community College
Sinclair’s early history is entwined with that of the Dayton YMCA. In 1887, the YMCA offered arithmetic, freehand and mechanical drawing classes in a one-room evening school. Courses in business administration were offered later when the YMCA moved to a larger building at West Third and Ludlow Streets in 1910.

The YMCA College became Sinclair College in 1948 when it was renamed in honor of David A. Sinclair, general secretary of the Dayton YMCA from 1874 - 1902 and founder of the educational program. By 1959, the college was independently operated and separately incorporated as a nonprofit institution of higher learning under the laws of the State of Ohio.

Montgomery County Commissioners created the Montgomery County Community College District in June 1965. Downtown land, 20 acres in all, was acquired for the new campus. The new Sinclair campus opened its doors to students in September 1972. In 1989, Sinclair was selected for membership in the prestigious League for Innovation in the Community Colleges.

Sinclair is accredited by the Higher Learning Commission of the North Central Association. In 2000, Sinclair was chosen as one of only 12 Vanguard Learning Colleges in North America. The history (in years) of Sinclair College and the evolution of its DM program can be found on the following pages.
**Sinclair Community College**

Sinclair Community College has a well-established mission, vision, goals, values and diversity initiatives. Sinclair Community College helps individuals turn dreams into achievable goals through accessible, high quality, affordable learning opportunities. The College’s mission is guided by their commitment to:

**Mission**

- Offer transfer and technical associate degree programs, certificate programs and continuing education opportunities through a system of diverse resources and delivery alternatives accessible to the citizens of Montgomery County and the larger learning community.
- Provide quality instruction, educational activities, counseling, support services and assessment tools to facilitate the growth and development of lifelong learning and to assist individuals to achieve personal and professional goals.
- Prepare today’s work force to meet the needs of a rapidly changing technologically advanced, global economy through traditional and nontraditional alternatives.
- Challenge individuals to broaden their concepts of self, expand their views of the world and recognize their roles in a global society by fostering values that respect and celebrate diversity while promoting social responsibility, critical thinking, communication and innovation.
- Promote the development and implementation of new ideas, provide leadership for collaborative activities and serve as a resource center for community based and regional partnerships.
- Manage our human, physical, and financial resources in a caring, ethical and prudent way that facilitates a working and learning environment focused on continuous improvement.

**Vision**

- Sinclair…Your Bridge to the Future.
- Before us lie uncharted worlds of opportunity.
- Sinclair will be the bridge into that future, giving open access to opportunity, intellectual challenge and self-discovery for students with diverse needs.
- With Sinclair, people will pursue their quests for lifelong learning through affordable, high quality education.
- At Sinclair, people will benefit from a caring approach to teaching and learning that provides personal attention and encourages individual growth.

**Values**

Sinclair’s success shall hinge on turning these values into action:

- Dedication to quality and excellence
- Reliance on anticipation, imagination, and innovation
- Commitment to responsible citizenship within our community
- Adherence to the Sinclair credo – “find the need and endeavor to meet it”
- Confidence in the courage, determination, and diversity of our students, employees and supporters
- Belief in unlimited human potential
Diversity, Vision & Mission
Sinclair Community College strives to create an inclusive environment in which all people are valued and supported. The goal within this environment is to recognize and acknowledge our similarities; to understand and respect our differences; and to prepare ourselves and our students to live, learn and work together in a global community.

In pursuit of this vision, the mission of diversity at Sinclair is to:

- Recruit a diverse student population and engage them in an open, supportive and responsive environment
- Employ a diverse faculty and staff to reflect the diversity in Montgomery County and beyond
- Use learning styles and strategies which are compatible with the needs of diverse students
- Offer a curriculum which reflects the contributions and experiences of a multicultural society
- Analyze continuously the diverse needs of our internal and external communities and endeavor to meet them
- Offer education and development opportunities on diversity for all employees
- Plan activities and special events on campus, which promotes diverse cultures

SCC Admissions Policy
Admission to Sinclair Community College is open to all applicants. As part of the Health Sciences Division, the DT program has additional admission requirements. These include having a grade point average (GPA) of 2.0 or better in high school and any post-high school courses and completion of the Sinclair ACCUPLACER computerized placement testing and any developmental courses if indicated.

SCC Withdrawal and Failure Policy
Withdrawal in Good Standing: A student may withdraw from any course on her/his own accord. A “drop” form must be completed and submitted to the Office of Registration and Student Records, or by utilizing the Web Advisor online system. The student must drop the course during the first 13 weeks of the semester and a grade of “W” will be recorded in the student’s permanent record. Failure to complete and submit the form within the first 13 weeks will result in the student receiving a grade, usually an “F” in the class.

SCC Student Rights and Responsibilities
Sinclair Community College has established a Code of Student Conduct to ensure the safety and welfare of the student community. Students admitted to SCC adhere to the rules, regulations and policies set forth in the Student Code of Conduct. Students are entitled to the same fundamental rights, privileges and immunities that are guaranteed to all citizens of the United States.

In addition to his/her inherent rights and privileges as a Sinclair student, students voluntarily assume the obligation to fulfill the responsibilities of all citizens as well as obligations identified in the College’s mission and other lawful functions. SCC has the responsibility to develop policies, procedures and standards that will ensure protection of the rights of each member of the College community. Students are expected to:

- Obtain, read and comply with the College catalog, Student handbook, and any published regulations relating to student responsibilities
- Be respectful of the rights of others
- Comply with the directions of College officials
- Respect and comply with all the laws and rights of good citizenship
- Respect the freedom to teach and the freedom to learn

The President of Sinclair Community College has assigned responsibilities for implementation of the Student Code to the Vice President for Student Services.

**SCC Student Grievance Procedure**

Academic and non-academic grievance procedures are found in the SCC Student Handbook and outlined below.

**Academic**

If a student encounters a problem in a class and wishes to file a grievance, they should follow these guidelines:

1. Talk with the instructor and try to resolve the issue. If that does not work,
2. The next step is to contact the Dietetics Chair/Program Director
3. Following this step, the student may take the problem to the Dean of the Health Sciences Division
4. If no resolution, the next step would be to discuss it with the Associate Provost
5. If the problem remains unresolved, the last step would be to discuss it with the Provost

**Non-Academic**

Students who have a non-academic grievance with the college should follow this process:

1. First, attempt to resolve grievances informally with the person/parties involved.
2. If no resolution, the next step would be to discuss the matter with the department supervisor or manager involved
3. If steps 1 & 2 do not resolve the complaint, submit a written grievance to the Ombudsman, Building 10, Room 424
4. The Ombudsman will review all of the information submitted by the student, will investigate the incident to determine if the grievance is supported by the information provided.
5. A letter will be sent to the complainant informing them of the outcome

**SCC College Closure**

If in the event of a possible College closure due to unforeseen circumstances (i.e.: weather or civil disasters), the DIT student should check the automated 24-hour telephone information line (937) 512-2888. The student can also sign up for alerts sent straight to their mobile phone, and email alerts by texting Sinclair to 888777. Students should also check the eLearn system for instruction from their instructor. Students are not permitted on campus when the College is closed. No directed practice experience will be held when the college is closed.
The Dietary Managers Program

Approval
The DM program is approved by the Association of Nutrition and Food Professional (ANFP), a nationally recognized organization located at:
Association of Nutrition and Food Professional
406 Surrey Woods Drive
St. Charles, IL 60174

Mission, Vision and Values
The Dietary Managers program is located within the Dietetics & Nutrition department. The program has developed its mission, vision and value statements to be compatible with the philosophy of SCC (refer to pages 9-11), Health Sciences Division, Academy of Nutrition and Dietetics (AND), and the Association of Nutrition and Food Professionals (ANFP), which are listed below:

**HS Mission:** The HS Division facilitates the education of individuals to maximize the health and wellness of the citizens of our community.

**AND Mission:** Empower members to be the nation’s food and nutrition leaders.

**AND Vision:** Optimize the nation’s health through food and nutrition.

**ANFP Mission:** Provide optimum nutritional care through foodservice management. ANFP achieves its mission through education, advocacy, networking and research.

**DT Program Mission:** Empower students with food and nutrition knowledge, skills and competencies for immediate employment as dietetic technicians, registered or strive for the attainment of a baccalaureate degree.

**DM Program Vision:** Students embrace progressive career and lifelong learning attitudes as they positively influence food choices and lifestyles within their community.

**DM Program Values:** The following are the values established for the program:

- Excellence in the identification, development and delivery of quality programs, services and products
- Leadership in significant food, nutrition and health care delivery issues affecting student learning and application
- Integrity in all professional and personal actions and commitment to responsible citizenship
- Respect for diverse viewpoints and individual differences
- Communication that is timely and effective
- Collaboration for action on issues affecting students and the community at large
- Fiscal responsibility in effectively providing and managing human and financial resources
- Action that is timely and strategic
Code of Ethics for the Profession of Dietetics:
The dietary manager will:
- Reflect pride and competence as a dietary manager by displaying the DM certificate
- Use only legal and ethical means in the practice of DM profession
- Use every opportunity to improve public understanding of the role of the dietary manager
- Promote and encourage the highest level of ethics within the industry
- Refuse to engage in, or countenance, activities for personal gain at the expense of the employer, industry, or profession
- Maintain the confidentiality of privileged information entrusted or known by virtue of DM position.
- Maintain loyalty to the employer and pursue their objectives in ways that are consistent with the public interest
- Communicate administrative decisions of the employer in a truthful and accurate manner.
- Communicate to proper authorities, but disclose to no one else, any evidence of infraction of established rules and regulations
- Strive for excellence in all aspects of management and nutritional practices with constant attention to self-improvement
- Maintain the highest standard of personal conduct

DT/DM Advisory Committee
The Dietetics Chair/Program Director appoints members with input from the faculty, members of the advisory committee. Membership includes registered dietitians in various dietetic practices (consulting, clinicians, managers, educators); administrators of foodservices (hospitals and health care facilities); director of student services; an academic counselor; a graduate; a student; the program director and faculty.

The DT/DM Advisory Committee meets at least biannually. The agenda for these meetings may include the curriculum, program requirements, student profiles, directed practice sites, student recruitment and retention, diversity initiatives, dietetics practice, DTR/CDM exam information and statistics and other pertinent issues.

DM Curriculum and Training
The DM program consists of didactic instruction, laboratory activities, and supervised directed practice experiences in selected community sites. Tenured as well as part-time faculty experienced in the practice of dietetics provides classroom instruction and laboratory activities. The faculty supervises directed practices with assistance from preceptors who are employed in the directed practice sites.

The DM curriculum requires 17-semester credit hours, which are divided into two semesters leading to a Certificate in Dietary Management. Classes are held once or twice a week for nine months. Students will learn normal nutrition, therapeutic nutrition, food production and service, sanitation and safety, human relations, institutional development, data management, and financial management.
The DM program includes 200 field experience hours, which are taken concurrently with specific courses and integrate theoretical concepts with problem-solving and critical thinking activities. These field experiences are completed in foodservice, and management areas in the community. Hospitals, nursing homes, and government/community service agencies are used as field experience sites. Important information about the educational debt, earning, and completion rates of students who attended this program: [https://www.sinclair.edu/about/consumer-info/ge-disclosure/](https://www.sinclair.edu/about/consumer-info/ge-disclosure/) A copy of the DM curriculum follows:

### DM Curriculum

#### Dietary Manager (DMST.S.STC)

<table>
<thead>
<tr>
<th>First Semester (Fall)</th>
<th>Credits</th>
<th>Lecture Per Week</th>
<th>Lab Per Week</th>
<th>Field Exp. Per Week</th>
<th>Field Exp. Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMT 1107 Sanitation &amp; Safety</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>DIT 2510 Institutional Foodservice Systems</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>DIT 2515 Foodservice Practicum I</td>
<td>1</td>
<td>5 (14)</td>
<td>70</td>
<td></td>
<td></td>
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<tr>
<td>DIT 2520 Lab for Foodservice Systems</td>
<td>1</td>
<td>2 (15)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
<td><strong>5</strong></td>
<td><strong>30</strong></td>
<td><strong>5</strong></td>
<td><strong>70</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester (Spring)</th>
<th>Credits</th>
<th>Lecture Per Week</th>
<th>Lab Per Week</th>
<th>Field Exp. Per Week</th>
<th>Field Exp. Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIT 2101 Eating Matters for Dining Assistants</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIT 2180 Medical Nutrition Therapy for Dietary Managers</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIT 2190 Dietary Managers Nutrition Clinical Practicum</td>
<td>2</td>
<td>4 (15)</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIT 2735 Foodservice Organization and Management</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIT 2740 Foodservice Practicum II</td>
<td>1</td>
<td>5 (14)</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td><strong>7</strong></td>
<td><strong>0</strong></td>
<td><strong>9</strong></td>
<td><strong>130</strong></td>
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Total: 17 credits 200 field experience hours 30 lab hours

<table>
<thead>
<tr>
<th>Credits</th>
<th>Lab</th>
<th>Field Exp.</th>
<th>Field Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>12</td>
<td>30</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>200</td>
</tr>
</tbody>
</table>
DM Program Learning Outcomes
Entry-level DM graduates will:

- Demonstrate professional and ethical practice in accordance with the Dietary Manager’s Association and participate in lifelong learning activities
- Work effectively with dietary staff and health care professionals
- Supervise and monitor the production, distribution, and service of food that meets the established criteria for nutrition, sanitation/safety, cost parameters, and consumer acceptance
- Implement and coordinate the food service system including financial, human, physical, material resources, and nutritional care services

Assessment of Prior Learning or Competence
The DM program grants credit for prior learning in didactic, laboratory courses and supervised practice for management. Prior learning is not accepted for clinical experiences. Based on individual assessment of prior learning experience, this permits a student to earn credit without enrolling in the course. For didactic and laboratory courses, this is accomplished through proficiency exams where the student can demonstrate knowledge or a level of skill. Supervised practice for management competence is based strictly on the completion of management hours from an accredited school or program in hospitality management or foodservice. If the course syllabus meets the requirements for the program, this may allow transfer credit to be granted.

The fees for testing vary course to course. The policy/procedure to complete proficiency exams is through Prior Learning Assessment Program at (937) 512-2800, Building 11, Room 346, www.sinclair.edu/services/advising/priorlearningcreditoptions.

Policy
1. Proficiency exam cannot be taken until student is officially admitted to SCC
2. Credit by exam requires departmental approval
3. Student must have completed any course prerequisites before taking any proficiency exam
4. Proficiency exam can be taken only once for any course
5. Proficiency exam cannot be taken for a course in which you are currently registered
6. Grade of A, B, C, D or F will be awarded for proficiency exams; however, only an A, B, or C grade will be recorded on the student's transcript
7. Proficiency exam fees are non-refundable
8. Proficiency exam grades will be recorded on the student's transcript with a notation that clearly indicates grades were earned as a result of taking proficiency exam. For example: A#

Procedure
1. Identify if test is available. Students may click this link http://cmt.sinclair.edu/reports/proficiency/dspResults.cfm to view a list of courses available for proficiency exams. They may contact Prior Learning Assessment Programs at 512-2800 to inquire about courses not on the list.
2. Complete the required paperwork. Both forms (Application to Test and Statement of Policies) are available in Building 11, Room 346.
3. Pay the required fee. Costs for proficiency exams vary depending on the credit hours of the course and the time it takes to administer and evaluate the exam. Fees range from $20 to $80. The exam fee is non-refundable.

4. Contact the evaluator and set up the exam. Students will be provided with the name and contact information of the Sinclair faculty member who will administer the exam. It is the student's responsibility to arrange for the test.

**Notification of Grade**
Grading may take up to two weeks. Students receiving a passing grade C or better can view this on Web Advisor. Students not receiving a passing grade (C or better) will receive letter from Prior Learning Assessment. The grade will be posted in the semester that the test is taken and graded.

**Estimated Program Costs**
Information on the fees to attend Sinclair College can be found in the College Catalog and online at: [http://www.sinclair.edu/services/basics/bursar/current-tuition-cost-and-fee-schedule/](http://www.sinclair.edu/services/basics/bursar/current-tuition-cost-and-fee-schedule/).
Currently these are:

<table>
<thead>
<tr>
<th>Fee Per Semester Credit:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Montgomery County Residents</td>
<td>$ 99.03</td>
</tr>
<tr>
<td>Ohio Residents</td>
<td>$ 146.28</td>
</tr>
<tr>
<td>Out-of State Residents</td>
<td>$ 282.40</td>
</tr>
</tbody>
</table>

**Other fees may include:**
- Registration Fee: $ 20.00
- Late registration Fee: $ 30.00
- Auxiliary Services Fee: $ 85.00
- Transcript (each): $ 5.00
- Transcript (same day): $ 10.00
- Returned check penalty: $ 25.00

**In addition to the above, the following approximate expenses may be incurred:**
- Program fees: $ 50.00
- Lab coat: $ 35.00
- Transportation (sites/events): $ 150.00
- Medical/physical check-up: $ 100.00
- Medical tests: $ 60.00
- Books, papers, supplies: $ 500.00
- Miscellaneous: $ 100.00

**TOTAL:** $ 1,170.00
**Program Admission**

1. Apply to Sinclair Community College via the web at [http://www.sinclair.edu/admissions/Application/](http://www.sinclair.edu/admissions/Application/). Indicate your primary education plan is to obtain a short-term certificate and choose Dietary Manager (DMST.S.STC) as your area of interest.

2. Apply to the DM program by contacting an academic advisor to have Dietary Manager added to your official record as a major program of study and create a schedule plan referred to as My Academic Plan (MAP). Complete an academic advising consultation with a Health Sciences Academic Advisor in Building 11, Room 346 for the Dayton campus. Office hours and more information are available by calling (937) 512-3700 or (800) 512-3700 or on the advising website at: [http://www.sinclair.edu/services/advising/](http://www.sinclair.edu/services/advising/)

3. If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460. A grade point average (GPA) of 2.0 or higher on a scale of 4.0 as shown in the college transcript (if applicable) is required for admission to the DIT Program. Any deficiency in this area should be made up prior to the formal acceptance to the DIT Program.

4. If you do not have transferable college credit in English Composition and/or Mathematics, take the Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information is found at [http://www.sinclair.edu/enroll/new-student-center/testing/placement-testing-faqs/](http://www.sinclair.edu/enroll/new-student-center/testing/placement-testing-faqs/) or by calling (937) 512-3000 or (800) 315-3000.

5. Complete developmental courses, if any, resulting from Placement Test Scores. DEV 0020, Basic Arithmetic and DEV 0035, Reading & Writing II. These courses are prerequisites for the Dietary Manager Certificate program.

6. Program specific requirements:
   - Current employment in the dietary or foodservice area or previous foodservice experience
   - Maintain a minimum cumulative grade point average (GPA) of 2.0

7. Applicants are accepted each semester

**Academic Standards and Continued Enrollment in Program**

The DM student must:


1. The DM program follows the SCC Student Handbook policy on academic honesty. Any form of academic dishonesty is subject to disciplinary action and could result in failure in a course. Academic dishonesty includes but is not limited to the following:
   - Plagiarism: Submitting an assignment as the student's original work that is wholly or in part the work of another
   - Cheating: Dishonest conduct on an exam or assignment in any of the following ways: use of textbooks or notes not authorized by the instructor; communication with any other
student; looking at another student's paper; obtaining unauthorized copies of an exam prior to the exam time; having someone take an exam or complete an assignment for you

2. Maintain at least a 2.0 Overall GPA or better based on a 4.0 GPA

3. Attain a minimum grade of “C” (2.0) or better in all DIT required curriculum courses that lead to your certificate in DMST.S.STC.

4. The student must follow the course sequence according to the curriculum and successfully complete all didactic courses, supervised directed practice experiences and meet stated clinical objectives for each practicum course. All classes must be taken no later than the semester listed. Exceptions to taking courses out of sequence, though rare, or DIT courses taken as an independent study may be possible through formal written approval from the DIT Program Director.

5. The student must maintain at least a satisfactory rating in client/patient/consumer/employee care and ethical standards at the college and at the affiliated institutions determined by student assessments and preceptor evaluations.

6. Immunizations (Refer to Page 26) are mandatory and must be completed prior to the beginning of the DM field experience. The total cost of all health examination and immunizations is the student’s responsibility.

**DM Program Completion Procedures**

Students who wish to apply for program certification must complete an application during the semester in which all requirements will be met. A degree audit must be submitted with the application. The degree audit must say “Complete” or “Pending” in order for it to be accepted at the Registration desk. If the degree audit says “In Progress”, the student may take it to an academic counselor or faculty advisor and either have the counselor/advisor make the necessary correction electronically or have the counselor/advisor sign and date the audit.

Important things for the graduating DM student to do during their last semester:
- Check with an academic advisor to ensure that your academic program is correctly recorded
- Check your email
- Be sure that the Office of Registration and Student Records has your correct mailing address

**Recognition Ceremony**

Towards the end of the Spring Semester, a recognition ceremony is held for graduating students. This special occasion marks the culmination of a challenging, intensive 9-month study in dietetics management.

**Withdrawal/Dismissal from Program Procedures**

1. Students will be dismissed from the DM program for academic reasons, which include, but are not limited to, the following:
   A. Failure to meet each semester’s current curriculum requirements, as specified by the DIT department
   B. Failure to submit health and immunization record
   C. Failure to attain a minimum grade of “C” in any course
   D. Failure to meet stated experience objectives
E. Failure to maintain a 2.0 overall GPA or better
F. Failure to meet attendance policy

2. Students may be dismissed from the DM program and/or from the college for non-academic reasons. Such dismissals will be in accordance with the Sinclair Community College Student Conduct Policy.

3. A student who withdraws from a DIT course with failing grades in that course will be dismissed from the DM Program.

4. A student who withdraws from a DIT course due to personal reasons and is in good standing in that course will not be dismissed from the DM Program.

5. A student who has been dismissed from the DM program will be notified of his/her dismissal in writing.

Program Probation

1. A student who withdraws from a DIT course in good standing more than two times may be placed on Program Probation.

2. A student who is on DM Program Probation will be required to meet with his/her faculty advisor and obtain her signature before taking any DIT courses.

3. A student will remain on DIT Program Probation until they satisfy the conditions set forth by his/her faculty advisor.

4. A student who has been placed on DM Program Probation will be notified of his/her status in writing.

Program Reinstatement

A student who has been dismissed from the DM program may petition for reinstatement pursuant to the procedures, and subject to the conditions and limitations that follow. Reinstatement is a privilege, and not a right. Therefore, a petition for reinstatement does not guarantee reinstatement. The Reinstatement Committee will act on all requests, which are properly submitted in writing. Personal interviews may be required at the discretion of the Program Reinstatement Committee. Students will be notified in writing of the Committee’s decision.

1. A student who has been dismissed from the DM program will be notified of his/her dismissal in writing.

2. An individual who wishes to be considered for reinstatement to the DM program must petition the Program Reinstatement Committee. The petition forms for this purpose are available in the DIT office (Building 13, Room 426). The petition, which must be completed and returned to the DIT office, incorporates the following:
   A. Statement of the cause(s) of the dismissal from the DM Program. (Identification of the probable factors or reasons, which had a bearing on the dismissal)
   B. Outline or identification of the steps taken to correct the cause of the dismissal
   C. Any other information, which the petitioner wishes the Department’s Reinstatement Committee to consider

3. A student who seeks to be considered for reinstatement must have a 2.0 Grade Point Average. A student whose petition for reinstatement is granted must have a 2.0 Grade Point Average at the time of re-entry into the DT program.
4. The Program Reinstatement Committee meets regularly to consider petitions in a timely manner.

5. Reinstatement to the DM program may be unconditional, or, depending on the circumstances, may require the petitioner to repeat certain courses. Repeating courses would be required if course content has changed substantially or if a significant period of time has elapsed since the student took the course. The Program Reinstatement Committee will make this determination.

6. Eligibility for reinstatement does not guarantee reinstatement at a particular time. A student who is deemed by the Program Reinstatement Committee to be eligible for reinstatement will have his/her name placed on an eligibility list, and will be reinstated to the DIT Program on a space available basis. The date of receipt of the Reinstatement Petition will determine the order of placement on the eligibility list. The petitioner must meet all of the criteria for reinstatement eligibility at the time the petition is submitted, and at the time of re-entry into the DT Program. **If they do not, they must correct the deficiencies and a new eligibility date will be assigned upon notification to the DIT Office that the criteria have been met.**

7. A student who has already been reinstated may be required to wait up to one year from the date of the most recent dismissal before applying for reinstatement to the DT program.

8. Students who have been reinstated into the DM Program will have intervention plan to better ensure student success. The intervention plan may include, but is not limited to:
   - Tutorial services
   - COPE workshops
   - Referral to career and counseling services
   - Personal time management plan (to be developed by the student)

9. Students who have been reinstated into the DM Program must meet graduation requirements in place at the time of his/her reinstatement.

10. If a dismissed student is unsure about petitioning for reinstatement, it is recommended that the student explore his/her options in the healthcare field by contacting a Health Sciences counselor at (937) 512-3700.

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**Channel of Communication, Student Complaints**

The channel of communication is always open. DM students are encouraged to discuss a perceived, potential, or actual problem with the appropriate faculty or staff. In the event that a problem arises during directed practice experiences students should address their complaint with their preceptor as well as their course instructor. This is the communication channel to follow:

Student → Faculty/Preceptor → Department Chair  
   (David Clark)  
   HS Division Dean  
   (Rena Shuchat) → Associate Provost  
   (Jennifer Kostic) → Provost  
   (Dr. David Collins)

Student’s rights to due process, and appeal mechanisms are to follow the Channel of Communication.
At any time during this process, students may contact the Ombudsman/Student Advocate who
provides assistance to students who indicate they have problems/issues or concerns that need
resolution. The above Channel of Communication provides students their right to due process
and appeal mechanisms.

**Student Conduct**

Students who are studying to become Dietetic Managers are expected to act in a professional
manner. Characteristics of professionals include punctuality, attentiveness, patience, respect and
cooperation. Through didactic and clinical experiences, the program prepares students for a
health career where the well-being of clients is dependent upon the knowledge, skills and ability
of the nutrition professional. Courtesy and consideration of others are qualities to be exhibited
by students, staff and faculty.

**Conduct in the Classroom**

Treat your classes as you would a desirable job. The instructor is a team leader and your fellow
students are co-workers. All must work together to complete learning objectives. These
behaviors are expected of you:

1. Attend all classes on time and do not leave early
2. Respect the rights of others to contribute by listening attentively. Show consideration for
   students, instructors and other college employees.
3. Participate appropriately and actively on topics presented in class
4. Complete assignments on time and follow the course syllabi regarding the due dates for these
   assignments
5. Ask for feedback from the instructors and peers to ensure progress toward learning objectives
6. Resolve problems by immediately discussing issues with your instructors and/or peers
7. Turn off all communication devices (i.e. cell phones, pagers) when entering the classroom

**Conduct in the Foods Laboratory**

Students taking courses requiring the use of the Foods Laboratory are expected to follow proper
food, sanitation and safety procedures, work together with fellow students and instructors and
respect proper use of lab equipment.

1. Check the assigned lab cubicle and compare the following items with the inventory sheets:
   - A. flatware
   - B. plate ware
   - C. glassware
   - D. cookware
   - E. utensils
2. Use the lab cubicle and its equipment in a manner that meets sanitation standards
3. Clean up the lab cubicle at the end of each class session
4. On the last class session, recheck the inventory sheet and ascertain that all are in place after a
   thorough cleaning of the lab cubicle. Report any discrepancies to the instructor.
5. Have lab cubicle area checked by the instructor as meeting the cleaning and sanitation
   requirements
**Conduct at the Directed Practice Sites**
The DM student will conduct themselves professionally and:

1. Address clients/patients and their families and personnel at the supervised directed practice sites by their proper title (e.g. Miss, Mrs., Mr., Dr.) unless requested not to do so
2. Not discuss the clients/patients’ ailments, diagnoses, or conditions with the clients/patients, their relatives or the public. This information is confidential and must be treated as such.
3. Not interpret diagnoses and tests
4. Refrain from discussing the personalities of staff members with the clients/patients.
5. Be responsible to the preceptors at the supervised directed practice sites and follow the policies in the directed practice sites
6. Not congregate in groups; they must perform his/her work with decorum
7. Not eat, drink, smoke or chew gum except in designated areas and never within sight of the clients/patients
8. Abide by the DIT Department and Directed Sites policies and rules
9. Except, in emergencies, not receive or make personal telephone calls while at directed practice sites
10. Inform the preceptors and/or designated personnel before leaving the directed practice sites at any time

**Student Attendance**
Class attendance and participation are required.

**Didactic**
Attendance will be taken during the first 5 minutes of class. Attendance will be a factor when assigning grades at the end of the term. If a class meets 2 times a week, you may miss up to 4 times. If a fifth absence occurs for any reason, your grade will be lowered by 5%. Each absence after the fifth will lower your grade an additional 1% per occurrence. These points will be deducted from your total score for the course.

For classes meeting once a week, you may miss up to 2 times. If a third absence occurs for any reason, your grade will be lowered by 5%. Each absence after the third will lower your grade an additional 1% per occurrence.

When missing any class you will be missing valuable information. If you do miss a class you are responsible to contact a **classmate** regarding material covered. If assignments are due you are expected to still turn the assignment in on time.

**Laboratory**
There are a specified number of laboratory hours associated with certain DIT courses. Attendance will be taken during the first 5 minutes. Attendance will be a factor when assigning grades at the end of the term. Any excused absence from laboratory hours **must be made up.** It is the student’s responsibility to re-schedule these make-up hours.

Students with excused absences include those with:
- illness (with verification from MD)
- Death in immediate family (with verification)
✓ Hospitalization
✓ Emergency absences-excused at the discretion of the instructor

Unexcused absences from laboratory hours cannot be made up. Examples of unexcused absences include non-emergency appointments, work schedules and absences for personal reasons. Each unexcused absence will drop you a letter grade.

Directed Practice
As an accredited DM program there are required directed practice hours associated with certain DIT courses. The clinical hour requirements must be completed for each course. Attendance will be taken during the first 5 minutes at your assigned directed practice site. Attendance will be a factor when assigning grades at the end of the term. Any excused absence from assigned practicum hours will need to be made up. The same policy is to be followed for excused absences as stated above under Laboratory. It is the student’s responsibility to re-schedule these make-up hours. Unexcused absences from assigned clinical directed practice hours may necessitate administrative withdrawal from this course.

Tardiness
Tardiness greater than 5 minutes will result in a 5-point deduction for each occurrence. These points will be deducted from your total score for the course.

Vacation and Holidays
The DM student is expected to follow the college calendar and not schedule vacation or time off during the classes. Each DM student will have access to the semester calendars via the my.sinclair home page listed under important dates. The course syllabi will also include information on the important dates. (e.g. dates to drop courses, college holidays, semester breaks)

Student Dress Code
DM students are expected to dress in a professional manner as a representative of the dietetic profession, the DIT program and the college. The DM students must be well groomed and dress appropriately in the classroom as well as in supervised directed practice sites and other off-campus activities.

In the Classroom
Appropriate attire may include casual clothes of discrete length. Casual clothes may include dresses, skirts/slacks, blouse/shirts or shorts and shoes, including sandals or "sneakers."

The following are required:
✓ Bra must be worn (women)
✓ Hats must be removed
✓ No underwear showing
✓ No bare midriff exposure
✓ No back-side exposure
✓ No cleavage exposure
In the Foods Laboratory
1. Appropriate attire includes clean uniforms or casual clothes (as stated above, in the classroom) with clean laboratory coats.
2. Closed-toe, flat or low-heeled shoes must be worn for safety and professional reasons.
3. The **ONLY** items of jewelry that may be worn in the laboratory are:
   - Post type earrings
   - Wedding rings
   - Wristwatch
4. Fingernails must be clean and trimmed. No nail polish.
5. Caps or hairnets must be worn while in the food preparation area. Hair must be clean, neat and under control at all times.
6. A student who fails to follow the above requirement will not be allowed to participate and the absence will be unexcused.

In the Clinical Practice Sites and Off-Campus Trips
1. Appropriate attire includes professional clothes (dresses, blouses, skirts and dress pants of appropriate length)
2. Dresses/skirts **MUST BE** worn with hose!
3. The following are **NOT ALLOWED**:
   - Jeans
   - Shorts
   - Capri’s
   - Leggings
   - Sandals
   - Sneakers
4. The same rules as for “In the Foods Laboratory”, Items 2 - 5 will be enforced!
5. A white laboratory coat will be used while at the clinical practice sites.
6. **The Dress Policies of the institution/agency related to the clinical experience should be followed in place of this Dress Code policy.**
7. Most institutions/agencies require tattoos be covered and facial piercing (excludes ear) to be removed or covered.

Student Clinical Eligibility Requirements

**Immunization Requirements**
Immunizations must be completed by the end of third semester. The total cost of all health examinations and immunizations is the student’s responsibility and is mandatory for entering the fourth semester clinical or management directed practice. The following is a list of the required immunizations:
A. TB skin test (two step Mantoux) – required annually
B. Measles, mumps and rubella - positive titer or vaccination
C. Tetanus/diphtheria - in the last ten (10) years
D. Hepatitis B - positive surface antibody titer, or completion of two (2) Hepatitis B vaccinations prior to experience, or signed declination form if student refuses to receive the Hepatitis B vaccination (optional)

Professional Liability and Travel Insurance
Liability insurance is required for all DM students at the directed practice sites in the performance of course-related activities. The liability insurance coverage is reflected on the College’s agreement with the directed practice sites. DM students are responsible for and assume liability for his/her own transportation to and from the directed practice sites, field trips, professional meetings and other off-campus activities required or recommended in the program.

Medical Insurance
Students are advised to carry their own health care insurance. If a student becomes ill or is injured while performing course-related work, he or she should complete the HS Incident Report Form/Student Injury provided to each preceptor prior to students reporting to the facility (refer to detailed procedure below). If the Sinclair Community College insurer does not cover medical treatment of an injury, the student is then solely responsible for the cost of the treatment.

Students enrolled in Sinclair health care programs are expected to have in effect personal health insurance prior to enrolling in any course, which includes a clinical experience requirement. This requirement for having health insurance is in place because most clinical sites that accept Sinclair students require it. If a student does not have health insurance, he/she may not be admitted into a clinical course, and therefore, not be able to complete the program. Sinclair provides accident insurance for students injured in clinical settings. However, the insurance carrier decides what treatment is eligible for reimbursement, and any treatment denied for reimbursement is the responsibility of the student, not Sinclair or the clinical site.

Information about obtaining health insurance can be found at:
http://www.hhs.gov/healthcare/rights/index.html or

Injury During Lab or Clinical Setting
In the event of an injury, the instructor/supervisor should be notified immediately. The clinical facility policy must be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). An Incident Report Form/Student Injury at Clinical Facility must be completed and submitted to the Dean of Health Sciences.

If the student received treatment at the clinical facility, the student must procure an insurance claim form in the Business Office (Building 7, Room 324); (The ITT Hartford Company). The student must complete this form with the assistance of the chairperson/program director and obtain the signature of the instructor, as well as the attending physician or Emergency Room personnel within 30 days of the incident, so that the facility may be reimbursed for its services.
This insurance form must be returned to:
Director of Business Services
Sinclair Community College
444 West Third Street # 7-324
Dayton, OH 45402-1460

NOTE: Sinclair Community College provides accident insurance for students injured in the lab/clinical setting. It covers most injuries. However, any treatment denied for reimbursement is the responsibility of the student, not Sinclair. Therefore, students may wish to carry their own medical insurance. Although Sinclair makes the insurance available to student, the insurance carrier decides what treatment is eligible for reimbursement.

Procedure:
1. The instructor/preceptor will complete an Incident Report Form for Student Injury at Clinical Site (see following) and submit it to the appropriate department chairperson within 24 hours of the occupational exposure.
2. The chairperson/program director will submit a copy of the form to the offices of the Dean of Health Sciences and the Director of Business Services. In addition the chairperson will assist the student with completing the ITT Hartford Insurance Claim Form and return it to the Business Services office within 48 hours of the occupational exposure and treatment.
3. The Director of Business Services will submit the completed claim form to the ITT Hartford Insurance Company. Sinclair’s accident insurance coverage for students is limited to emergency care. Therefore, financial responsibility for any follow-up care will be reviewed and determined on a case-by-case basis.

DM Program Completion
Each DM student is encouraged to write for the DM credentialing examination after graduation. As soon as the graduate presents an official transcript indicating that the DM program has been completed, the Program Director submits their name on the official graduate listing provided to the ANFP. The student’s name must appear on this official graduate listing to be eligible to take the DM exam. Students must then complete an exam application with payment and submit to the ANFP by the designated postmark deadline. The ANFP will review each application to verify information and documentation. Applicants will receive a letter confirming receipt of their application and exam fee within six weeks of the deadline for applying. A test site admission letter confirming the exam location will be mailed to applicants three weeks prior to the test.

Student Graduate Surveys
Results for the 2016-2017 academic year DM graduates reflect 100% positive program satisfaction rate.

Student Acknowledgement Form
Each DM student must complete the Student Acknowledgement Form (Page 31) and submit to his/her department chairperson prior to the commencement of the clinical learning experience.
Verification of Receipt of Agreement Form
The DM student attests to receiving the link for the DM Student Policy and Procedures Manual with her/his signature. The signed form found on the last page of this document (page 33) will be kept in the student’s file.
Student Acknowledgement

Each student must complete this form and submit it to his/her department chairperson or direction of clinical education prior to the commencement of the clinical learning experience.

Department: Dietetics & Nutrition

I, the undersigned student, do hereby acknowledge that I have read and understand the following statements. I agree to abide by and be bound by the following statement in return for the Facility allowing me to participate in an educational experience on its premises.

1. I will conduct my educational activities at the Facility only under the supervision of an employee or affiliate faculty member.
2. I will comply with all school and Facility rules and regulations and policies and procedures.
3. I understand that the Facility retains the right to remove any student at any time in its sole discretion.
4. I acknowledge that I am not employed by the Facility during the hours of my scheduled clinical learning experience. **
5. I understand an injury may occur during a clinical rotation and have been advised to carry my own health care insurance. If medical treatment of an injury is not covered by the Sinclair Community College insurer, I understand I am solely responsible for the cost of the treatment.
6. I acknowledge my responsibility and liability regarding the confidential nature of all information that I have access to at the Facility by virtue of my participation in this program.
7. I understand that I may not participate in the program until I have received an orientation that includes, but is not limited to, confidentiality, fire, safety and area specific requirements.
8. I will obtain written permission from the Facility before publishing any material related to my educational experience at the Facility.
9. I have not been excluded from participating in any federally funded healthcare program, including Medicare and Medicaid.
10. I have read and understand the Patient Bill of Rights approved by the American Hospital Association and will abide by this standard or any other facility specific patient bill of rights.

Participation in the educational experience is prohibited unless this statement is signed by the Student.

Student Signature: ___________________________________________________

Print Name: ________________________________________________________

Date: __________________________________________________________________

NOTE: The term “Facility” in this agreement refers to the site where the student is assigned for his/her clinical rotation.

** Exceptions to item # 4 may occur in Emergency Medical Services, Mental Health Technology, Dietetics and Patient Care Technician
Student Information Statement

Students enrolled in the Dietary Management program are to read and sign this document.

I understand:

- Completion of this program requires a 180 hours of classroom instruction, 30 hours of foods laboratory, and 200 hours of field experience. Activity logs must be maintained and presented to the program director.

- Field experiences must be supervised and reviewed by an appropriate preceptor.

- It is my responsibility to be at all scheduled field experience activities. If I am unable to be present, I must contact the program director and field site. It is the student’s responsibility to schedule make-up field experience activities.

- As a current student, I am eligible for student ANFP membership.

- Upon completion of this program, I will be eligible for the credentialing exam and active ANFP membership.

- My name and address will be provided to the ANFP headquarters by Sinclair Community College as proof of enrollment/graduation.

Signature: ___________________________  Date: _______________
Verification of Receipt/Agreement Form

☐ I acknowledge that I have access to the DM Policy & Procedure Handbook via http://www.sinclair.edu/academics/divisions/hs/dit/program-specific-information/ under student information. I have read and understand this document.

☐ I have discussed this handbook with the Program Director and/or faculty.

☐ I have read and signed the “Student Acknowledgement Form.”

I agree to abide by the guidelines set forth in the DM Student Policy and Procedures Handbook.

________________________________________________________________________
Signature

________________________________________________________________________
Date

This form will be added to the student’s file.