

# **KYUNG HEE UNIVERSITY FOREIGN DIETITIAN EDUCATION STUDENT HANDBOOK**



**2020-2022**

**Director: Dr. Yoo Kyoung Park**

**Contact information:**

**Department of Medical Nutrition**

**Graduate School of East-West Medical Science**

**Kyung Hee University, Yongin, Republic of Korea**

**Email) [ypark@khu.ac.kr](mailto:ypark@khu.ac.kr) Office) 82-31-201-3816 Fax) 82-31-203-3816**

## Mission Statement

The mission of the FDE program is to prepare competent dietitians in medical nutrition therapy area with research experience, clinical practice and intensive curriculum of nutrition, medical science and oriental medicine. The program will provide a curriculum with supervised practice experience for both students seeking a Master's degree and PhD degree in medical nutrition.

## Program Summary

The program admits 4 Master and/or Doctorate students per year. Students are eligible for this graduate program only after acquiring the dietitian license according with a Baccalaureate degree. In order to take the exam, students must take at least 52 credits for 18 subjects under the Nutrition-Related Course. The National Dietitian Test is conducted by the Korea Institute of Health Care, and the national license is issued by the Ministry of Health and Welfare (MHW)

Students usually spends their first year taking coursework and start supervised practice at the second year. Also students are required to write thesis. The program currently is providing at least 1080 hours of supervised practice experiences at medical facility and 120 hours of supervised practice at community-based facilities including school foodservice management in Korea. There was no program director change since 2009. Our program was also accredited by the Korean Institute of Dietetic Education and Evaluation (KIDEE) in 2014. This accreditation is similar to FDE program requirement but, requires only 480 hours of supervised practice. In Korea 44 institutions were accredited by KIDEE and Kyung Hee University was the first among them.

After finishing of our program, graduates must complete 1 year of professional experience at clinical setting or foodservice organizations, and the, will be able to take the national 'clinical dietitian' test for her advanced credential.

## Program completion requirement.

Students must take the following coursework. By taking Supervised Practice I-VI, students will complete the 1200 hours of supervised practice hours. Also, thesis writing (one manuscript, at least submitted) is required for graduation.

## Coursework for graduating FDE program

	Course	Credits
Required Courses	Nutrient Function and Metabolism	3
	Application of Medical Nutrition Therapy I	3
	Nutrition Physiology	3
	Data Analysis and Research Methodology for Medical Nutrition	3
	Nutrition Education and Counseling	3
	Application of Medical Nutrition Therapy II	3
	Supervised Practice I ~VI	3 (each)
Elective Courses	*Diet Therapy in the Perspective of Oriental Medicine	3
	*Application of Oriental Medical Nutrition Therapy	3
	*Introduction to Oriental Medicine and Bioactive Materials	3
	Nutritional Assessment	3
	Nutritional Support and Practice	3
	Scientific Writing	3
	Nutrition Biochemistry	3
	Capstone in Dietetic Practice	3
Research	Thesis Research I ~III	2 (each)

*\*One of the three subjects must be selected and completed*

### **Supervised Practice Hours Documentation.**

The program will establish procedures for tracking individual students' supervised practice hours in the professional work settings, stimulations, case studies and role-playing. Students will track hours of supervised practice for each rotation. The program director will document and confirm supervised practice hours completed as part of graduate courses.

### **Graduation from FDE.**

Once students have completed all required courses and the supervised practice portion of the FDE with thesis, they will graduate with a MS degree in Dietetics from Kyung Hee University. After the student is accepted into the FDE, the maximum amount of time allowed for completing the program requirements is 30 months (150% of the time planned for completion).

### **Goals of the FDE**

The program will;

Goal 1. The program will provide adequate didactic courses and supervised practice experience to meet both Korean Institute of Dietetic Education and Evaluation (KIDEE)'s and ACEND's requirements

Goal 2. The program will prepare the graduates to become competent dietitians in medical nutrition therapy area.

Goal 3. Lead graduates to make academic achievements to publish a scholarly article within two years of graduation

### Core Knowledge & Competencies for the RD

The program's curriculum must prepare students with the following core knowledge and competencies:

**1. Domain.** Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

#### Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

#### Competencies

Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

**2. Domain.** Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

#### Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in

professional organizations and advocating for issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

#### Competencies

Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of inter-professional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

**3. Domain.** Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

#### Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

#### Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the

cultural diversity and health needs of various populations, groups and individuals.

**4. Domain.** Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

#### Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management of human resources.
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities.
- CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice.

#### **5. Domain:** Concentration Area

Upon completion of the program, graduates are able to:

- NT1. Demonstrate nutrition assessment of individual patients/clients with complex medical conditions, ie, more complicated health conditions in select populations, eg, renal disease, multi-system organ failure, trauma
- NT2. Integrate pathophysiology into medical nutrition therapy recommendations (perform)
- NT3. Demonstrate evaluation of nutrition care plan for patients/clients with complex medical conditions, ie, more complicated health conditions in select populations, eg, renal disease, multisystem organ failure, trauma
- NT4. Select, monitor, and evaluate complex enteral and parenteral nutrition regimens, ie, more complicated health conditions in select populations, eg, renal disease, multi-system organ failure, trauma (perform)
- NT5. Demonstrate development and implementation of transition feeding plans from the inpatient to home setting
- NT6. Demonstrate counseling and education for patients/clients with complex needs, ie, more complicated health conditions in select populations, eg, renal disease, multi-system organ failure, trauma
- NT7. Perform basic physical assessment
- NT8. Participate in naso-enteric feeding tube placement and care
- NT9. Participate in waived point-of-care testing, such as blood glucose monitoring
- NT10. Participate in the care of patients/clients requiring adaptive feeding devices
- NT11. Manage clinical nutrition services
- RT1. Write a thesis: literature search, set up a hypothesis and study plan, writing a grant, volunteer interview/lab work, statistics, writing a thesis and submit for peer review

## **Code of Ethics for the Dietetic Practitioner**

A new phase of support for ethical practice by members of the American Dietetic Association and credentialed dietetic practitioners was ushered in June 1, 1999. At that time, ADA'S Code of Ethics for the Profession of Dietetics became applicable to non-member RDs and DTRs as well as to members. The revised code was drawn from the Standards of Professional Responsibility and principles reflective of other credentialing agencies, professional associations, and state dietetic licensing boards.

The purpose of the code is to provide guidance to dietetic practitioners in their professional practice and conduct; it also assists in protecting the nutrition, health, safety, and welfare of the public by enforcing ethical behavior among ADA members and non-member RDs and DTRs.

### ***Preamble***

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### ***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 inter-professional 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 (e.g. 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 (e.g., 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.

## **Korean Licensed Dietitian's Code of Ethics**

### **■ Preamble**

- = Korean Licensed Dietitian (KLD), the 'defender for public health', will devote oneself to provide nutrition service for everyone to have healthy life, to promote social welfare by improving nutrition status of the neglected.
- = KLD will provide equal nutrition service regardless of nationality, race, religion, gender, age, ideology or social status and will practice righteously to protect public health against any injustice or pressure.
- = KLD will learn current knowledge and skill to provide the best nutrition service and will maintain one's professional competency and attitude.

Hereby, we establish and pledge ourselves the KLD's Code of Ethics to assess, to determine, and to guide our conduct and practice in improving health of individual, family, group, community, nation and human and welfare.

### **■ Code of Ethics**

#### **A. General rights and responsibility**

1. KLD will devote oneself to providing nutrition service for everyone to have healthy life and to improving health status of the neglected.
2. KLD will develop oneself continuously and will maintain professional competency and attitude.
3. KLD will put public health and benefit before personal profit and will not take wrongful interest.
4. KLD will actively participate in Korean Dietetic Association and will endeavor after improvement of dietetic profession and rights.

#### **B. Profession**

1. KLD will learn current knowledge and skills to provide the best nutrition service to clients and will utilize and educate them.
2. KLD will not commit any conduct damaging one's honor or losing public trust.
3. KLD with specialty will take continuing education to maintain one's status and will provide the best service.

4. KLD will provide equal service regardless of nationality, race, religion, gender, age, ideology or social status.
5. KLD will use the information from practice only to improve health and/or to research and never to benefit oneself.
6. KLD will not compromise with any injustice or immorality and will fulfill one's responsibility with pride as 'defender of public health'
7. KLD will respect the role of other public health profession and will cooperate with each other.
8. KLD will provide only the scientific evidence based facts.

**C. Role and responsibilities for the nation and society**

1. KLD will realize the responsibilities as a professional nutritionist and will strive to research and development to promote health, quality of life and welfare of community, nation and human
2. KLD will participate in the national nutrition improvement project and will support the establishment and enforcement of national nutrition policy using professional knowledge and practice.
3. KLD will be aware of community nutrition issues and will try to solve them.

**D. Responsibility for the institution**

1. KLD will participate in Korean Dietetic Association, will endeavor after improvement of dietetic profession and rights and cooperate with members.
2. KLD will participate in development of the institution and achievement of business goal by following the institution policy and completing one's task.
3. KLD will report alleged violations of the Code to the Korean Dietetic Association for integrity and development of the dietetic profession.

**■ Deposition**

- I will devote myself as a Korean Licensed Dietitian for everyone to have healthy life
- I will provide current nutrition information and knowledge to the public and will continue self learning and research
- I will serve every clients who need nutrition service and will keep the information confidential.
- I will respect public health and life before personal interest and will promote social welfare by improving nutrition status of the neglected.
- I will do my best to promote dietetic profession as a defender of public health.

I pledge allegiance to my honor.

**Admission into FDE**

New students interested in FDE are advised to meet the program director. The program director explains about the requirements for FDE acceptance and FDE curriculum and gives necessary advice on prerequisite if necessary.

This program only accepts the students who have completed KDA's requirements and is a KLD. The prerequisites for the FDE in bachelor's degree level were identified and students are required to take the prerequisite before they take 1200 hours supervised experience 1 and 2 if necessary.

The program director and faculty members make a decision after reviewing the applicants.

**Assessment of Prior Learning**

The FDE director and faculty members assess the applicant's prior learning to verify if their undergraduate credits meet the KDA's Requirements for the Completion of Nutrition Related Curriculums and Credits to become a KLD and FDE prerequisites. All FDE students are required to complete required FDE curriculum including didactic courses and supervised practice at the Department of Medical Nutrition to complete FDE..

**Prerequisites**

- \* FDE students are required to complete these prerequisites (at least per section) before they take supervised practice I and II.
- \* Only the Korean Licensed Dietitian can apply for the FDE in Dietetics.
- \* Numbers in parenthesis are course code numbers of Kyung Hee University.

1. Basic Nutrition (5265, 235631), Advanced Nutrition 1 (020591)
2. Human Physiology (262341), Nutrition Biochemistry 1, 2 (171711, 171731)



3. Diet Therapy (193051), Nutrition Education & Counseling (235271)
4. Nutrition throughout the Life Cycle (260672) or Advanced Nutrition 2 (020611)
5. Community Nutrition or Public Health (322891)
6. Food Hygiene & Food Sanitation Law (19507, 195171)
7. Food Science (43381, 195481), Food Chemistry (195631)
8. Experimental Cooking or Food Preparation (44583, 309701)
9. Food processing & Storage (19353) or Food Microbiology (194441)
10. Foodservice Production Management (4771, 047632) or Foodservice System Management (46720, 080873)
11. Statistics (258731, 169721)

#### E-mail Account

The student of Kyung Hee University can apply for the school e-mail account. Changes in email address, postal address and telephone number (cell phone) is required to report to the program director.

#### Additional Cost

Uniform/Lab coat	\$40
Physical	Variable
Professional Liability Insurance (Group purchased by school)	\$120
Travel to Facilities (Within 2 hour from the campus by public transport)	Variable
KDA Membership	\$ 40
Attendance KDA Meeting	\$ 20
ADA Meeting	(Not advised yet)

#### Supervised Practice Documentation and practice during COVID-19:

The student during supervised practice, are to e-mail practice site daily log book in order to track individual practice hours and performance. Depending on the COVID-19 situation, we may have disruption or cancellation or training activities and the trainees will be directed to alternative task. All students (residential and commuter) must be fully vaccinated (Plus booster vaccination) unless a medical or religious exemption has been submitted and approved. In some case immunization record may be requested.

#### Injury or Illness during practice including COVID-19:

If Injury or illness during practice occurs, students during supervised practice should inform the preceptor and program director. Students with known or suspected exposure to COVID-19, who display any symptoms, or who have received a positive test result must report this information to program director for appropriate follow up. This may include relocation to isolation.

#### Professional Dress Code for Dietetic Students

The dress code has been established so that FDE students will conform to the sanitary requirements of facilities, and will always present a positive image to those in affiliated institutions. A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste, and appropriateness. When in doubt, please take the conservative approach (or question the instructor or teaching assistant). All uniform items are to be provided and maintained by the student. Students should adhere to the dress code of the facility to which they are assigned. Some general guidelines include:

Jewelry should be limited to one ring per hand, and/or watch. Plain, post-type (no stone or dangling) earrings are permissible for those with pierced ears only. Earrings must be of non-porous plastic or metal.

Hair should be combed daily and arranged neatly. Hair must be completely covered by a hair net or surgical cap when student is in food production areas. Non-porous plastic or metal hair ornaments are permissible.

#### Laboratory Coats/Uniforms

##### Women

Clean and pressed, white lab coat over a professional dress, blouse and skirt or slacks. Blouse, dress must have sleeves. Dress and skirt length should be no shorter than 2 inches above the knee. No bobby socks or bare legs.

##### Men

Clean and pressed, white lab coat over collared shirt, conservative tie optional, plain dark dress slacks, dark shoes. Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.

### **Shoes**

Both men and women should wear comfortable shoes in good condition that afford some support and protection. Shoes should have low heels and closed toes (no sandals, no boots, no sling backs). Shoes are to be clean and polished. Composition of the soles and heels of shoes should be a type that will be quiet when walking down halls. Tennis or sport shoes are not acceptable.

### **Miscellaneous**

Gum chewing is not allowed.

Excessive make up and perfume should not be used.

Nail polish is not allowed.

Name tag must be worn at all times.

### **Extra Documentation Required**

Proof of health issued by health care system if required.

Students must submit the results of the 'Sexual Offences History Record' before the school rotation.

### **Travel and Insurance**

Each facility is reachable by public transportation within 2 hours travel from Global (Suwon) campus. Travel to the facility during the supervised practice is responsibility of FDE students.

Professional Liability Insurance is group purchased by school and is paid by the additional tuition for supervised practice. This covers injury or illness while in a facility for supervised practice.

### **Attendance Policy**

Students are expected to be present for every meeting of classes in which they are enrolled. It is required to attend every supervised experience hours during weekdays and community service on weekend. If absence, lateness or leaving early is not inevitable due to the disease, funeral or natural calamity students are to notify the preceptor and program director immediately. Written explanation should be submitted as soon as possible. Supervised practice hours should be over 1080 for class completion and to be eligible for the Korean Certified Clinical Dietitian.

### **Graduate School Regulation 30**

*Students need to attend 2/3 of a class and to receive better than C-(1.7) to get credits. However, students need to have GPA better than B-(2.7) to earn a graduate degree.*

### **Grades and Evaluation**

Attendance book, list of competencies to be achieved, evaluation form and certificate of attendance will be sent to each facility before the rotation begins. Preceptors will assess the progress of each student accordingly. Grade will be rated based on Preceptors' student evaluation and school policy.

All student file is provided on request.

### **Responsibilities of Students in the Facilities**

1. Recognize the uniqueness of the supervised practice experience and be prepared to meet hour demands, realizing the need to complete all necessary tasks before leaving each day.
2. Observe and adhere to policies and procedures of the Facility as though employed there.
3. Assume responsibility for one's own progress, i.e., extra study or time spent if lacking skills or knowledge in certain areas. The didactic component is the instructional time; whereas, the time in clinical facility is for practicing a composite set of skills.
4. Class projects/course work must be completed outside of scheduled work hours unless reapproved/ arranged with instructor/preceptor.
5. Use mistakes and constructive criticism to learn.
6. Arrange consultations and/or evaluation with Facility and/or University staff at mutually agreed upon times.
7. Realize the concept that each student has divergent capabilities in combining the related skills and knowledge that are being acquired; therefore, each student shall progress at his/her own rate.

8. Know the competency requirements of the entry-level dietitian as stated in the Accreditation Handbook and provided for in this manual.
9. Come prepared for each rotation, review necessary materials pertaining to rotation.
10. Do not remove any materials from the Facility without prior approval of the staff.
11. Report any absenteeism to the Facility and University staff prior to scheduled time for arrival.
12. Maintain the confidentiality of all hospital patients.
13. Must not use students to replace employees.

### **Exit Interview**

Graduation candidate will have exit interview with the program director. Adequacy for graduation e.g. completion of courses, minimum credits, supervised practice hour and achievement of competencies and thesis publication will be examined. Strength and limitation of the students, student's comment on the program and future plan will be discussed and documented.

### **Verification of Completion of Program**

Upon graduation, student who completed FDE will receive Verification Statement from GSM as well as certificate of degree from the school.

### **Incomplete or Dropping Courses**

If a student's experience is interrupted by unavoidable absence or other causes beyond a student's control, and the student work was passable at the time it was interrupted a grade of Incomplete may be given in accordance with the University Regulation 30. The student will be required to complete the work in that experience at a time mutually agreed upon by the Director/Instructor and facility in which work must be completed. The time must not interfere with the experience given other students in the CP assigned to the same facility. It is the student's responsibility to make necessary arrangements with the University and facility staff to finish the experience.

### **Termination from the Program (Student performance monitoring and student retention)**

If at any time the conduct of a student is judged to unfavorably affect the morale of other participants in the program, result in an unsatisfactory level of performance, or the health status of a student is a detriment to the student's successful completion of the program a conference shall be held between the director and appropriate representatives to determine remedial action. If a student does not meet the competencies and objectives of the supervised practice experience the student will be assigned to continue with additional experiences, until desired level of expertise is accomplished. Should this occur, the Director/Instructor in consultation with the preceptors of the facility will provide in writing specific steps and action that are to be required of the student. If the student does not meet competencies at this point the student will be dropped from the program. A student may withdraw from the Program at any time and for any reason by submitting written notification to the Director. The Director will conduct an exit interview.

### **Filing a complaint with ACEND**

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND.

[Filing a Complaint With ACEND \(eatrightpro.org\)](http://eatrightpro.org)

### **Procedure for resolving student/preceptor conflicts**

The mission of the FDE is to provide students with the opportunity to meet the learning and performance requirements necessary to obtain Registered Dietitian status. Thus, the program seeks to maintain the student's rights but must also preserve the working relationship with the Preceptor, their staff and the rotation site recognizing that each site must enforce their own policies and protocols. Every attempt will be made by the program Director and staff to work with the preceptor(s) and the student to resolve the concerns that might prevent the student from successfully completing supervised practice. All student concerns are handled in a non-retaliatory and private manner between preceptor, student, and program Director.

Conflicts should be resolved where the conflict originates if possible. This conflict resolution policy reflects the philosophy that the most expedient and appropriate solution to any conflict will likely be found between the student and the program Director and staff and the Preceptor directly.

It is encouraged that conflicts be resolved in the following manner:

1. Schedule an appointment to talk with the preceptor. Discuss the conflict and request guidance as to how to find a resolution. If the conflict cannot be resolved at this level, proceed to the next step.
2. Alert the program Director about the conflict. Discuss the conflict and the outcomes of the meeting with the preceptor. Aim to seek conflict resolution. The program Director will likely decide to call a meeting with the student and the preceptor in attendance to clarify all points and to foster the development of a conflict resolution. A plan of action would be formulated and implemented. If the conflict is still not resolved the next step is to
3. Schedule an appointment with the Department Head. Students may discuss their concerns with the Department Head without fear of retaliation.

### **Withdrawal and refund of tuition and fees**

Withdrawal University Regulation 52

- ① A student who wish to withdraw needs to fill up the withdrawal form indicating the reason and submit to the dean of the graduate school after signed by thesis advisor and chair of the department. The withdrawal will be finalized after the permission of the dean and the university president.
- ② The withdrawal application is needed to be submitted before the semester begins.  
Leave of absence University Regulation 50
  - ① Leave of absence can be granted when a student is not capable of pursuing school due to the disease and so forth.
  - ② A student who wish to leave of absence needs to fill up the form indication the reason and submit to the dean of the graduate school after signed by thesis advisor and chair of the department. General leave of absence form should be submitted before the semester begins. If the student has left within 30 days of school begins, the paid tuition fee can replace the tuition fee when the student come back
  - ③ Dean of the graduate school can order leave of absence for the student who is not capable of pursuing school.
  - ④ The period of leave of absence should be less than two semester except for the military service and training.

### **Grievance Procedures**

If a student has a grievance with a University staff member the policy as outlined in the University regulations should be followed. Grievance between a preceptor and student will be discussed with the Director. Director will investigate grievance from both sides and if resolution cannot be reached, student will be reassigned to another preceptor. Grievance with the program director should be addressed to other faculty member.

### **Student Support Services**

#### 1. Health services

Regular check-up, student medical insurance, health care and counseling, disease care and emergency care are available at Seoul and Global Campus.

4 <sup>th</sup> floor Welfare B/D, Seoul Campus Tel: 02-961-0145 e-mail: khds3090@khu.ac.kr	2 <sup>nd</sup> floor Student Union B/D Global Campus Tel: (031) 201-3118~9 e-mail: khwd8310@khu.ac.kr
---	--

#### 2. Counseling and Testing

Individual and group counseling and psychology test are available.

# 218, 2<sup>nd</sup> floor Student Union B/D Global Campus  
 031- 201- 2806 / counsel@khu.ac.kr  
 10 am ~ 5:30 pm (12~1 lunch)

**3. Financial Aid Resources**

Student Financial Aid Resources in Seoul Campus: <http://club.khu.ac.kr/support>

Student Financial Aid Resources in Global Campus: <http://web.khu.ac.kr/~weehb>

**GSM Scholarship**

Type		% of tuition waived
President Scholarship		100%
East-West Medical Science Scholarship		100%
Assistance	Research A	100%
	Research B	
	Administration A	100%
	Administration B	
Outstanding Research Scholarship		Variable
Kyung Hee Graduate Scholarship		10%
Good Student Scholarship		Variable

**Civil Rights and Equal Opportunity**

Kyung Hee University Coordinated Program is committed to maintaining a community that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding and mutual respect among its members and encourages each individual to strive to reach his or her own potential. No qualified person will be denied admission or employment, nor will any treatment or be excluded from participation in any educational program or activate on the basis of race, religion, color, sex, age, national origin or ancestry, disability, or status as a disabled except where age or sex is bonafide occupational qualification.

**Protection of Privacy of Information and Access to the Personal Information**

Students who are attending or have attended the University and for whom educational records or personally identifiable information is maintained have a right to obtain a copy of educational records, to inspect and review of educational records as related to him/her.