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College’s Mission Statement:

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, builds communities and improves society.

College’s Vision Statement:

Suffolk County Community College commits to maintaining high educational standards fostering and inspiring student success and creating diverse opportunities for life long learning. By attracting strong leadership and distinguished faculty to a college of excellence, we create an enriched learning environment that empowers students to transform their lives.

The philosophy of the DTP is compatible with the mission of Suffolk County Community College.

The following statement expresses the Dietetic Technician Program’s mission:

The Dietetic Technician A.A.S. degree program recognizes the importance of Dietetic Technicians as an integral part of the health care team in both administrative and clinical settings. Program training is pragmatic in its approach and provides graduates with the requisite knowledge and skills for immediate employment or transfer into a baccalaureate program. The program faculty, staff and administrators seek to develop in students a professional attitude with emphasis on personal growth and values which are compatible with the Academy of Nutrition and Dietetics’ Code of Ethics. The curriculum and faculty strongly encourage the development of critical thinking, oral and written communication skills and prepares students to be lifelong learners.

Dietetic Technician Program Quick links:

Access SCCC Dietetic Technician Program Website
   • Go to www.sunysuffolk.edu
   • Type “Dietetic Technician Web Page” in the search bar located at the top of the Suffolk County Community College home page.
   • Click on the first Search Result.

Once there, you will have access to the DTP’s mission statement, program goals and outcomes, student handbook, medical form, Nutrition Club information, webinar links and job postings.

Join the SCCC Dietetic Technician Listserv
   • Go to http://groups.yahoo.com/group/SCCDTP
   • Click “Join this Group”
   • Follow the instructions. You will need to create a Yahoo ID if you don’t already have one.
Background of the Dietetic Technician Program

The Dietetic Technician Program at Suffolk County Community College (the College) has been operating since its inception under the Mathematics/Science Department on the Eastern Campus in Riverhead, New York. Beginning in September of 2013, the DTP now operates under the Department of Commerce and Health Careers.

In 1980, the program was first approved by the Academy of Nutrition and Dietetics, re-approved in 1987, granted developmental accreditation in 1993, granted full accreditation in 1998 and received continued accreditation in 2003.

The College houses the only Dietetic Technician Program on eastern Long Island that is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the Academy of Nutrition and Dietetics’ accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or nutritionist dietetic technicians, registered (NDTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. In addition, Suffolk Community College is fully accredited by the Middle States Commission on Higher Education.

The program provides both didactic instruction which includes a laboratory component and 450 hours of concurrent fieldwork experience in clinical and food service management. The clinical component also provides the opportunity for students to participate in professional meetings and field trips.

Students entering into the curriculum can enroll on a part-time or full-time basis. They are required to complete nutrition courses in sequence as outlined on page 13 of this handbook. Students are also required to take supporting coursework in social and physical sciences, English, mathematics, physical education and business.
Dietetic Technician Program Goals

Dietetic Technician Program outcomes data are available upon request.

The Program goals are as follows:

Program Goal 1: Prepare graduates to be competent entry-level dietetic technicians; provide essential knowledge and skills to meet the employment needs of Suffolk County and/or affiliated institutions.

A) Program Objectives for Goal 1:

• Over a five-year period, the pass rate for DTP graduates taking the DTR examination for the first time will be at least 70%;

• Within twelve months of graduation, at least 60% of graduates seeking a job in dietetics will be employed;

• Within twelve months of graduation at least 60% of graduates seeking employment will obtain a job related to the dietetic profession within Suffolk County and/or affiliated institutions;

• Over a five-year period, 80% of graduates will indicate that their career expectations were met by courses provided by the DTP;

• Over a five-year period, 90% of enrolled students will complete dietetic program requirements within 3 years of matriculating into the curriculum;

• Annually 95% of current students will indicate on surveys that they were “satisfied” or scored higher will respect to the support provided by faculty.

Program Goal 2: Promote professionalism, a high standard of ethical behavior, leadership skills and the desire for lifelong learning.

A) Program Objectives for Goal 2:

• 25% of Program graduates will pursue further education;

• Over a five-year period, 80% of employers of program graduates will rate leadership skills for an entry level DT practitioner as “prepared” or better;

• Over a five-year period 100% of students in Dietetic Seminar (DTE 203) will present a portfolio and 90% will receive a score of “good” or higher on the grading rubric.
**Code of Ethics for the Dietetic Practitioner**

The main objective of the Code of Ethics is to provide guidance and assistance to dietetic practitioners in their professional practice and conduct; it also assists in protecting the health, well being, welfare and safety of the public by enforcing ethical practice among dietetic practitioners both academy and non-academy members.

**Preamble**

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetic practitioners in their professional practice and conduct.

Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetic profession and to outline commitments and obligations of the dietetic practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The Academy of Nutrition and Dietetics who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The Academy of Nutrition and Dietetics. The entire aforementioned are referred to in the Code as "dietetics practitioners."

By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetic practitioners agree to abide by the code.

**Principles**

1. The dietetic practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetic practitioner practices dietetics based on scientific principles and current information.

3. The dietetic practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

4. The dietetic practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.

5. The dietetic practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

6. The dietetic practitioner provides sufficient information to enable clients and others to make their own informed decisions.

7. The dietetic practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.

8. The dietetic practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetic practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.

10. The dietetic practitioner does not engage in sexual harassment in connection with professional practice.

11. The dietetic practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.

12. The dietetic practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.

13. The dietetic practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.

14. The dietetic practitioner promotes or endorses products in a manner that is neither false nor misleading.

15. The dietetic practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.

16. The dietetic practitioner accurately presents professional qualifications and credentials.
   a. The dietetic practitioner uses Commission on Dietetic Registration awarded credentials as follows: "RDN" for Registered Dietitian Nutritionists; or "NDTR" for Nutrition and Dietetic Technicians. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration;
   b. The dietetic practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.

17. The dietetic practitioner withdraws from professional practice under the following circumstances:
   a. The dietetic practitioner has engaged in any substance abuse that could affect his/her practice;
   b. The dietetic practitioner has been adjudged by a court to be mentally incompetent;
   c. The dietetic practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

18. The dietetic practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.
Accreditation Status

The Dietetic Technician Program at Suffolk County Community College is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, located at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, Tel: (312) 899-0400 ext. 5400. ACEND is the national accrediting agency for dietetics education. The web address for ACEND is [www.eatright.org/acend](http://www.eatright.org/acend).

Admission into Suffolk County Community College

Specific admission requirements and application procedures for the College curricula can be found in the College Catalog on pages 23-24.

Equal Opportunity

All students who meet the requirements for admission to the DTP have equal access to the Program. Suffolk Community College prohibits admission discrimination based on race, religion, national origin, age, sex (including pregnancy), disability, color, or sexual preference. The Program complies with and supports the College’s policy. For further reference, our non-discrimination policy can be found in the Student Handbook located on the College’s home page. Type “student handbook” in the search arrow next to QuickLinks.

Nutrition and Dietetic Technician Career Information

A dietetic technician is a trained food and nutrition professional who is an integral part of the health care team. Dietetic technicians promote health through proper nutrition. This is done by offering individualized services to meet client’s needs and providing diet therapy through well balanced quality food and nutrition education.

Detailed information from the Academy of Nutrition and Dietetics about becoming a NDTR and professional requirements can be found at [www.eatright.org](http://www.eatright.org).

Where Does a Nutrition and Dietetic Technician Work?

<table>
<thead>
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<td>Food Service Management</td>
<td>Schools, day care centers, restaurants, correctional facilities, hospitals and long term care facilities</td>
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<tr>
<td>Community</td>
<td>Public health agencies, WIC programs, meals on wheels and community health programs</td>
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<tr>
<td>Wellness</td>
<td>Health clubs, spas, weight management centers and community wellness programs</td>
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<tr>
<td>Business</td>
<td>Food and pharmaceutical companies, food distributors and vendors</td>
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Starting salaries will vary depending on the scope of the position, and among employers. The average Dietetic Tech salary as calculated by the US Government Bureau of Labor Statistics in 2015 was ~ $44,200 a year. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of NDTR’s.
How to become a Nutrition and Dietetic Technician, registered

There are several steps to becoming a NDTR, nutrition and dietetic technician, registered.

- Earn at least a two-year associate degree at an accredited college or university;
- Successfully complete a dietetic technician program approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), of the Academy of Nutrition and Dietetics (The Academy), including 450 hours of supervised practice field work;
- Successfully pass the national Registration Examination for Dietetic Technicians.

Suffolk County Community College’s Dietetic Technician Program is designed to meet the Academy’s didactic and supervised practice field work requirements. After completion of the program, graduates are eligible to take the Registration Examination for Dietetic Technicians and earn the professional credentials of NDTR (Nutrition and Dietetic Technician, Registered).

What does a NDTR do?

A NDTR is trained in two major areas of dietetics: medical nutrition therapy and food service management.

As a part of the health care team they work together with a dietitian. The dietetic technician is responsible for:
- Maintaining diet rosters
- Reviewing care plans
- Obtaining food preferences, menu selections and diet history
- Conducting patient interviews
- Performing meal rounds and food intake studies
- Maintaining meal/diet census records
- Performing computer data entry
- Providing in-service education for professional staff
- Writing and evaluating therapeutic menus according to diet manual
- Attending health care team meetings
- Documenting client care in the medical record
- Providing nutrition education
- Developing educational materials

Dietetic technicians also work as part of the food service management team. The dietetic technician is responsible for:
- Purchasing food and supplies
- Writing production sheets
- Scheduling employees
- Supervising, receiving and maintaining storage areas
- Planning and designing special meal patterns
- Writing job descriptions
- Performing in-service education for dietary staff
- Maintaining and improving standards for safety and sanitation
- Developing and analyzing recipes
- Monitoring equipment maintenance
- Overseeing tray line
- Assisting in budget development
- Maintaining cost control records
- Training, supervising and evaluating dietary staff
- Maintaining quality control procedures
Professional Affiliations

Students are encouraged to become members of the Academy of Nutrition and Dietetics (The Academy). The cost of student membership is $58.00/year. Once a member, students will receive the Journal of the Academy of Nutrition and Dietetics, a monthly publication and various forms of correspondence.

Students are also encouraged to join the local professional dietetic association, LIDA, the Long Island Dietetic Association. Membership is $20. Membership in LIDA, helps broaden educational experiences through participation at various meetings and events. The organization also provides great networking opportunities, allowing students to establish and develop relationships with members of the district. LIDA also offers many opportunities for continuing education meetings and webinars. The LIDA website can be found at www.eatrightli.org.

Nutrition Club

Membership in the Nutrition Club is open to all students. The objective of the Nutrition Club is to foster interaction and increased learning for students in the DTP. Students focus on trends in nutrition and provide educational outreach to the campus and local communities. The Nutrition Club sponsors various events including food drives and nutrition tables throughout the curriculum.

Faculty Advisement

Associate Professor Jodi Levine, MS, RD, CDN is the Director of the DTP. Instructor Mattiolo MS, RDN, CDN is also on staff full time within the Dietetic Technician Program. Advising is an integral part of the successful completion of the program. Generally all matriculated DT students are assigned to one of these faculty advisors. Non-matriculated students can make arrangements to meet with a counselor through the counseling center. The Program Director's office hours can be obtained by calling 548-3724.

The College designates two weeks during November and April for academic advisement for continuing students. The advisement and registration schedules are posted in each campus building, announced during class and posted on the College website, www.sunysuffolk.edu.

The advisor can help develop a semester-by-semester plan of study that will enable students to take courses in proper sequence and graduate in an appropriate time frame.

Registration may be conducted on the web via My SCCC at www.sunysuffolk.edu or in person at the campus Registrar’s Office. Through My SCCC students can enroll in classes, view grades and important College announcements, access their College email account, College calendar, view financial aid status, facilitate in paying tuition and fees, review the Student Advisement Information Notice (SAIN), assist in applying for graduation and requesting official transcripts.

These services are delivered in a secure environment which represents the College’s commitment to protect the privacy of records while providing students access with online services. This tool helps assist in meeting educational goals.

Two-Year Degree Plan

The following is a recommended two-year plan for completing the Dietetic Technician Program/A.A.S. Degree. This plan is meant to provide general guidance and is not to replace regular meetings with an advisor.

Students majoring in Dietetic Technology must meet the following criteria:

- Students are required to take all DTE courses in sequence unless granted approval by the Program Director;
- Students must have a grade of “C” or better in each DTE course in order to advance to the next course in the program sequence;
• Many DTE courses have prerequisites. It is important that any prerequisite be completed prior to enrolling in a course;
• Students must have a grade “C” or better in all required DTE courses in order to graduate;
• A minimum of 450 hours of clinical field work is required to complete the Associate of Applied Science degree in Dietetic Technology.

Curriculum Design/Program Requirements

The program is designed for students to attend classes as full-time, day students each semester in a two-year period. However, students may progress through the program on a part-time basis. Non-dietetic courses, (i.e. English, Mathematics, Science and other courses) may be taken in the evening and/or on the weekend. Once students register in dietetic and fieldwork courses, a day schedule must be followed.

During the field experience courses, students attend classes at least two days a week at the College while participating in field work. During the first field experience, DTE 121 (Introduction to Clinical Nutrition) students attend field work one day a week. The remaining two field experience courses DTE 205 (Advanced Clinical Nutrition) and DTE 213 (Food Service Management Fieldwork) are scheduled two days a week.

• Students should seek advisement from the Full time faculty members, for scheduling during the pre-registration period;
• Students are encouraged to enroll in courses following the sequence outlined in the College Catalog on page 114.
• Careful attention should be paid to prerequisites: students must complete one course before they will be permitted to go on to the next course in the sequence;
• Students who wish to transfer to a baccalaureate program should seek the advice from the Program Director regarding course selections;
• Students should seek advice from the Program Director for nutrition course substitutions and from the Academic Chair for other course substitutions;
• Students must maintain a minimum of a grade “C” in all DTE courses;
• To successfully complete clinical fieldwork a student must meet the competencies designated for that rotation. During the middle and at the end of each rotation students will be provided with a formal evaluation. During DTE 205 (Advanced Clinical Nutrition) and DTE 213 (Food Service Management Fieldwork) a self-evaluation is required;
• Daily feedback on performance will be given to each student by the preceptor and/or instructor;
• At the end of each DTE course students will complete a course evaluation sheet and place it in their Nutrition Portfolio.

Transfer Credit

Please refer to the College Catalog for further information on transfer credit into the Dietetic Technician Program. Evaluation of transfer credits is completed through the Registrar’s Office in consultation with the DTP Program Director. Additionally, upon completion of Suffolk Community College’s Dietetic Technician Program, transfer credits from our program will be accepted at Queens College and LIU/CW Post. This can further be discussed with the Program Director at any time during advisement.
Degree Plan for an A.A.S. Dietetic Technology Program

First Semester: 16 credits
BIO105: Survey of the Human Body
COL101: College Seminar
DTE 101 Introduction to Nutrition*
DTE 103 Nutrition Education for Dietetic Practitioners*
ENG 101 Standard Freshman Composition
Physical Education

Second Semester: 18-19 credits
CHE 100 General Chemistry
DTE 121 Introduction to Clinical Nutrition*
DTE 122 Nutrition through the Lifecycle*
English Elective
MAT 103 Statistics
Or
MAT 111 Algebra

Third Semester: 14 credits
DTE 201 Introduction to Food Service*
DTE 205 Advance Clinical Nutrition*
PSY 101 Introduction to Psychology
Physical Education

Fourth Semester: 15 credits
DTE 203 Dietetic Seminar*
DTE 211 Food Service Management*
DTE 213 Food Service Management Fieldwork*
Humanities Elective
SOC 101 Introduction to Sociology

*These courses constitute the major courses in the curriculum
Approximate Cost of the Program

Students are advised of the following approximate costs. In addition to course textbooks, other costs may be incurred as a requirement of the Dietetic Technician Program such as:

- Additional recommended books:
  - Medical Dictionary: $125.00
  - Food Composition Tables: $125.00
  - Food-Medication Interaction: $125.00

- Lab Coats (2): $70.00
- Health Physical (Student is responsible for fees): Variable
- Name Tag: $15.00
- Suffolk County Community College patch (Bookstore): $12.00
- Hair Nets: $5.00
- Attendance at State and local professional meetings: ~$50.00
- Student Liability Insurance (2 years): $200.00
- Travel to Facilities-car and insurance: Variable (Costs vary based on distance; students are responsible for their own car and insurance)
- Student Accident Insurance (2 years): $36.00
- Academy Membership and Dues: $58.00
- Local Student Dietetic Association Dues: $20.00
- DTR Examination: $120.00
- Study Guide for DTR Exam: $65.00
- Full-Time Student: $2385.00 per semester
- Part-Time Student: $199.00 per credit
- College Application Fee (non-refundable): $40.00

Additional medical, lab reports, background checks and fingerprinting fees may be required during clinical rotations. Each facility has their own requirements. Additional fees may be incurred by the student pending facility requirements.

Additional information regarding tuition and fees, including withdrawal and refund policies, can be found in the College Catalog on pages 39-41. Access to the College Catalog can be found on the College’s home page under the academics tab, then under related links.
Program Policies and Procedures

Assessments and Field Work Evaluations

Faculty members assess student performance during and after each clinical fieldwork experience. Continual appraisal on a one-to-one basis occurs throughout the entire field experience. During the field work component of the program a student must meet the competencies as designated for that rotation. A student is required to complete a self-evaluation at the end of each course as well.

Formal Assessment of Student Learning

Student learning is assessed through scheduled periodic quizzes, examinations, homework, labs and case studies throughout the semester. The course instructor uses these tools to evaluate the students’ mastery of course material. Each dietetic course syllabus outlines the exams, course criteria requirements and grading policy. Student grades are based on exams, assigned classroom projects and/or clinical tasks.

All assignments must be written in correct grammar and according to the criteria outlined in the course syllabus or supplemental course material. Computers are available in the library, Culinary Arts and Hospitality Center and in many locations on campus.

Progress, Retention and Remediation Procedures

Students enrolled in the Dietetic Technician Program will be retained in the program as long as they adhere to the college policies and code of conduct as stated in the College Catalog page 70. Furthermore, progression in the program requires successful completion of all courses and prerequisites. A minimum of a grade “C” must be achieved in all DTE classroom and fieldwork experiences in order for a student to enroll in the successive courses in the DTE Program.

Assessment of Prior Learning/Credits Toward Program Requirements

The DTP follows the College’s policy to assess previous coursework for transfer into the Program.

The Program does grant credit toward Introduction to Nutrition (DTE 101) and may waive up to eighty hours of Food Service Management (DTE 213) field work if a student has documentation that they successfully completed the 120 hour Dietary Managers Certificate from an accredited DMA program within the past five years.

Attendance/Absence/Illness/Injury Policy

The College expects all students to attend every class session of each course they are registered for. In addition, it is the policy of the Dietetic Technician Program to require students to complete a minimum of 450 hours of supervised field experience. This is to comply with ACEND’s criteria and to ensure a well-rounded program of practical experience for the students.

In the event of absence, the student is required to telephone the instructor and the field site as soon as possible. Students are required to make up all absences as directed by their instructor to ensure completion of the 450 hours. Students are required to attend two (2) professional meetings outside of regularly scheduled class time in each of their second, third and fourth semesters.

A student may be asked by the instructor to leave the field site for the following reasons: Illness, appearance not in compliance with the dress code or inappropriate behavior.
In the event that a student becomes injured while at their clinical site, they are to notify their clinical instructor immediately as well as the site preceptor.

Students may be required to provide their own lunch and/or snacks at the clinical/field site. They are not allowed to leave the field site for a lunch break.

**Code of Conduct Process/Disciplinary/Probation Procedures**

The DTP follows the probation and disciplinary procedures as outlined in the College Catalog. The Student Code of Conduct and Student Judicial Process can be found on pages 70 of the College Catalog.

**Dress Code**

During supervised practice experiences DT students will follow the dress code of the facility to which they are assigned. This is to ensure student safety and sanitation in the workplace and to comply with New York State Department of Health regulations. A “dress code” always includes unwritten criteria of cleanliness, good grooming and tactfulness.

**Students are expected to maintain a clean, well–groomed professional appearance which includes:**

- **Lab Coat** - clean and pressed white lab coat over professional attire, with a Suffolk County Community College emblem neatly stitched on the right sleeve;

- **Name Tag** - indicating first and last names, Dietetic Technician Student;

- **Shoes** - clean, non-skid, sturdy shoes. The shoe must enclose the entire foot and hose or socks must be worn at all times. No sandals, boots, sling backs or sneakers are permitted;

- **Hair** - should be restrained (clip, rubber band) for those with hair shoulder length or longer. All students must wear hairnets in those facilities that require them;

- **Professional Attire** - clean, neat and professional. Jeans (denim or corduroy) tee shirts, mini skirts and shorts are **not** permitted;
  - **Females** - professional dress may include: white lab coat, blouse and skirt to the knee or slacks. No sleeveless tops, exposed mid drift or chest, or open toe shoes;
  - **Men** - clean and pressed white lab coat over a collared shirt, tie is optional, dress slacks and dark shoes;

- **Jewelry** - is limited to a simple ring band, watch, and small post earrings. No visible body piercing is permitted;

- **Miscellaneous:**
  - Students are required to practice good personal hygiene including the regular use of a deodorant, a shower or bath and oral hygiene;
  - Gum chewing is not allowed;
  - Excessive make up and perfume should not be used;
  - Nail polish or artificial nail/nail color is not permitted in any kitchen setting during your enrollment in the Dietetic Technician Program. Nails should be kept short and neat;
  - Tattoos must NOT be visible;
Graduation Requirements

Requirements for graduation include the following:
1. Meet the course requirements of the Associates of Applied Science Degree;
2. Meet all graduation requirements as specified on pages 68-69 in the College Catalog;
3. Attain a grade point average of not less than 2.0.
4. Meet DTP course requirements with a grade of “C” (2.0) or higher in each DTE course.
5. Satisfy course requirements for the Associate of Applied Science Degree in Dietetic Technology for a total of 63-64 credits.

Each student seeking an associate degree is required to file an application for graduation in the campus Registrar’s Office.

Deadline dates for filing these applications are:
- Fall Semester - December 1
- Spring Semester - April 1
- Summer Session - July 1

Grievances

If any problem or complaint arises in didactic or field work experience courses, a student should first consult the course instructor. If the problem is not resolved, the Program Director should then be consulted. If the solution is not satisfactory, then the grievance issue will be discussed with the Academic Department Chairperson. If unresolved to the student’s satisfaction, the grievance issue will then be discussed with the Associate Dean of Student Services. If unresolved, the Associate Dean of Student Services will appoint a committee of faculty and students to hear the grievance and make a recommendation to the Campus Executive Dean/Campus CEO.

Liability and Accident Insurance

Students enrolled in field work courses are required to purchase liability and accident insurance at the time of course registration. Additional information regarding the cost of liability and accident insurance can also be found in the College Catalog page 38.

Medical Requirements

To comply with New York State Department of Health regulations and to ensure the safety of the students and those with whom they interact, all Dietetic Technician students are required to have a physical examination prior to beginning the supervised field work experience. A copy of the medical form is located in the back of the DTP Handbook and Program Website. The required College forms are to be updated, completed and signed.

- Results of laboratory work needs to be attached;
- Mantoux / PPD is required yearly and may need to be repeated before completion of the program;
- Chest X-ray for a positive PPD is valid if performed within the last 2 years;
- Record of MMR or Rubella Titer is required;
- Hepatitis B vaccine series is strongly recommended;
- Students may be required to have additional laboratory tests, vaccinations or clearance forms as required by the field site. The student has the responsibility for meeting all costs incurred for this requirement which may include but is not limited to additional immunizations, lab tests, drug testing, criminal background checks or fingerprinting.
- Students are required to acknowledge that they have received information about meningococcal disease and must sign a waiver that they have received immunization within the past 10 years or have decided not to receive immunization;
• All medical forms, including laboratory reports, must be submitted to the Health Services Office on the Eastern Campus no later than the last week of the semester prior to the semester of when clinical is to begin. The Health Services Office on the Eastern Campus is located in the Peconic Building – Room 115;

• An appointment must be made to submit your medical documents to the Health Services Office.

If a student becomes ill or sustains any injury while at a field site, medical care shall be obtained. Students are responsible for financial/medical insurance to cover such emergencies and follow up care as needed.

**Professionalism**

Some of the DTP goals are to help students develop professionalism, a high standard of ethical behavior, leadership skills and to encourage the development of lifelong learning. To introduce these concepts students are required to attend a minimum of four professional meetings for each of the three field work courses: DTE 121 (Introduction to Clinical Nutrition) DTE 205 (Advanced Clinical Nutrition) and DTE 213 (Food Service Management Field Work).

**Professional Behavior in the Fieldwork Facilities**

Courtesy is imperative with employees of the facility and fellow students; students should keep in mind that they are guests in the facility. Disrespectful behavior, practical jokes, and unprofessional conversations will not be tolerated. If at any time a student feels uncomfortable, he/she should attempt to get through the situation as best as possible and discuss the incident with the instructor.

**Student Replacement of Employees**

Students will not function as replacements for employees at their field sites. Dietetic Technician students will only replace regular employees at facilities for the purpose of a specific professional staff experience that is necessary to complete assigned learning activities for the DTP.

**Schedule/Program Calendar**

The students follow the College academic calendar. This may be found in the College Catalog pages 6-7 or the College website [www.sunysuffolk.edu](http://www.sunysuffolk.edu), under the Academics tab, then Academic Calendar at the left.

**Protection of Students Privacy**

Suffolk County Community College complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of the student’s educational records. Copies of FERPA, as well as the College’s records policy may be found in the Office of the Associate Dean of Student Services, Legal Affairs and the Office of the College Registrar. Additional information regarding FERPA can be found on the College website. From the Home page, click on Academics tab, then Students tab, Registrar then Student Privacy Rights.

**Student’s Personal Files**

Records of students are maintained in separate departments of the College. The Registrar’s Office keeps records pertaining to a student’s academic achievement and history. Admission records are maintained by the Admissions Office along with College Placement Test (CPTs) records. Files containing field work evaluations will be secured in the Program Director’s office. Students wishing to see their individual files should make arrangements with the Program Director in advance. College employees carrying out the official functions of the College are entitled access to student files.
Student Support Services (SSS) Program

Dietetic students have access to and are encouraged to utilize the various support services programs available on campus. Refer to the College Catalog, page 30 for information including services provided, locations and a contact number to receive additional information.

Additional Services Available

<table>
<thead>
<tr>
<th>Support Services</th>
<th>College Catalog (CC) Page(s)</th>
<th>Contact #</th>
</tr>
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<td>548-2524</td>
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<tr>
<td>Financial Aid</td>
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<td>548-2586 548-2525</td>
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<tr>
<td>Health Services</td>
<td>60</td>
<td>548-2510</td>
</tr>
<tr>
<td>Placement Testing/Admissions</td>
<td>33</td>
<td>548-2512</td>
</tr>
</tbody>
</table>

Travel

Students are responsible for their own transportation to fieldwork sites. All field sites are located within Nassau and Suffolk Counties. Students should be prepared to travel some distance to their fieldwork site. Once enrolled in the Dietetic Technician Program, it is required that student accident and liability insurance be purchased through the College. These fees will be included in your tuition bill.

Once assigned to a field site the student is provided with:
- Field site address
- Map quest directions from the College to the facility, if needed
- Facility phone number and contact information

Withdrawal and Refund of Tuition/Fees

Students withdrawing from the College need to follow the procedure outlined in the College Catalog on pages 37-42.

Verification Statement/Registration Examination

Upon successful completion of the curriculum, the student will receive a “Student Exit Packet” from the Program Director. The student will submit to the Program Director the completed material needed for the registration examination for dietetic technicians. The Program Director will submit graduate information to the Commission on Dietetic Registration (CDR) for the Registration Examination for Dietetic Technicians.

The student will receive a Verification Statement Form established by the Commission on Dietetic Registration. (This form is used by the CDR to guarantee that specific qualifications for The Academy have been met and CDR uses it to verify eligibility to take the DTR examination).

It is the graduate’s responsibility to make arrangements to take the DTR examination. The exam to become a Dietetic Technician, Registered (DTR) is administered through the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). The registration exam is a computerized test. Computerized testing provides flexibility in testing dates with exams scheduled throughout the year. Results of the exam are given to the student upon completion of the test.
Many policies and procedures have been established to assist the students in their educational experience. Highlighted below are some of the College’s policies that the students are made aware of and the resources of where to locate the information. The College Catalog is available by accessing the College’s home page at [www.sunysuffolk.edu](http://www.sunysuffolk.edu), under the “QuickLinks” drop down.

1. Suffolk County Community College Student Handbook (SHB), located on the College home page. Type in student handbook in the search arrow next to QuickLinks.
2. College Catalog (CC), on Suffolk County Community College homepage under QuickLinks.
3. Dietetic Technician Program Handbook (DTPH)

<table>
<thead>
<tr>
<th>Policy</th>
<th>Reference</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to SCCC</td>
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</tr>
<tr>
<td>Non-discrimination policy</td>
<td>DTPH</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>SHB</td>
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</tr>
<tr>
<td>Withdrawal / Refund of tuition and fees</td>
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</tr>
<tr>
<td></td>
<td>SHB</td>
<td>26-29</td>
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<td></td>
<td>DTPH</td>
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</tr>
<tr>
<td>Scheduling and program calendar, including vacation and holidays</td>
<td>CC</td>
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<tr>
<td></td>
<td>SHB</td>
<td>5</td>
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<tr>
<td></td>
<td>DTPH</td>
<td>17</td>
</tr>
<tr>
<td>Protection of privacy information and access to personal files</td>
<td>DTPH</td>
<td>17</td>
</tr>
<tr>
<td>Access to student support services including financial aid, health</td>
<td>CC</td>
<td>57-60</td>
</tr>
<tr>
<td>services, counseling and testing.</td>
<td>DTPH</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>SHB</td>
<td>41-42</td>
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<tr>
<td>Student insurance requirements, including those for accident and</td>
<td>CC</td>
<td>34</td>
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<tr>
<td>liability insurance</td>
<td>DTPH</td>
<td>16</td>
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<tr>
<td>Liability for safety in travel to and from assigned areas</td>
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</tr>
<tr>
<td></td>
<td>DTPH</td>
<td>18</td>
</tr>
<tr>
<td>Injury or illness while in a facility for supervised practice</td>
<td>DTPH</td>
<td>15</td>
</tr>
<tr>
<td>Medical requirements, drug testing, criminal background checks</td>
<td>DTPH</td>
<td>16-17</td>
</tr>
<tr>
<td>Student replacement of employees</td>
<td>DTPH</td>
<td>17</td>
</tr>
<tr>
<td>Grievance procedures</td>
<td>DTPH</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>SHB</td>
<td>24-26</td>
</tr>
<tr>
<td>Assessment of prior learning and credit toward program requirements</td>
<td>CC</td>
<td>28-29</td>
</tr>
<tr>
<td>( coursework and/or experiential) and transcript review</td>
<td>DTPH</td>
<td>14</td>
</tr>
<tr>
<td>Absence /attendance policies</td>
<td>CC</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>DTPH</td>
<td>14</td>
</tr>
<tr>
<td>Academic standing / Probation</td>
<td>CC</td>
<td>66</td>
</tr>
<tr>
<td>Retention in the DTP</td>
<td>DTPH</td>
<td>14</td>
</tr>
<tr>
<td>Code of conduct / probation / disciplinary / termination procedures</td>
<td>CC</td>
<td>70</td>
</tr>
<tr>
<td>or dismissal</td>
<td>DTPH</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>SHB</td>
<td>32</td>
</tr>
<tr>
<td>Graduation and/or program completion requirements</td>
<td>CC</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td>DTPH</td>
<td>16</td>
</tr>
<tr>
<td>Verification statement requirements</td>
<td>DTPH</td>
<td>18</td>
</tr>
<tr>
<td>Formal assessment of student learning and regular reports of</td>
<td>DTPH</td>
<td>14</td>
</tr>
<tr>
<td>performance and progress</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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Confidential Health Certificate
For Students in the 1st year

Name __________________________________________      Student SCCC ID# ____________________________
Maiden Name ___________________________________       Phone # _____________________________________
Address ________________________________________       Curriculum ___________________________________
_______________________________________________        Date of Entry _________________________________
Name & Phone # of person to be notified in emergency _______________________________________________   Relationship______________________

HEALTH HISTORY (To be Completed by Student)

DO YOU HAVE:    YES NO      YES NO
Alcohol/Drug Dependency   ( ) ( )  G.I. Problems   ( ) ( )
Allergic Reaction        ( ) ( )  Joint Disease    ( ) ( )
Asthma                   ( ) ( )  Kidney Disease   ( ) ( )
Diabetes                 ( ) ( )  Rheumatic Fever   ( ) ( )
 Difficulty with Coordination   ( ) ( )  Seizure disorder  ( ) ( )
Emotional Disorder       ( ) ( )  Severe Hearing Loss ( ) ( )
Heart Disease            ( ) ( )  Vision that cannot be corrected with glasses ( ) ( )
Any back problems       ( ) ( )  Tuberculosis       ( ) ( )
Surgery within last year: ( ) ( )  Any current health problem? ( ) ( )
Hospitalization within the past five years?   ( ) ( )
Do you take any medications on a regular basis? ( ) ( )  Other ____________________________
Please explain all YES answers.___________________________________________________________________________
__________________________________________________________________________________________

TO BE COMPLETED BY THE HEALTH CARE PROVIDER

A. Required Tuberculosis Screening:  satisfy 1, 2. OR 3.

1. For students who have not had a PPD within the past year, TWO-STEP testing is required (Perform a baseline PPD and a Second PPD 1-3 weeks after first)
   For students who can provide documentation of a PPD within the past year, a single current PPD will be required.
   The Mantoux PPD must be read within 48-72 hours of being placed.

   1) Date given __________ Date read __________ Result______ Signature ____________________________
   2) Date given __________ Date read __________ Result______ Signature ____________________________

   Or 2. Quantiferon TB Gold   Date__________ Result__________   (attach copy of LAB REPORT)

   Or 3. T-SPOT TB               Date__________ Result__________   (attach copy of LAB REPORT)

For a positive PPD/lab: A Chest X-ray is required (submit copy of radiological report).  Date _________ Result _______
In the future, repeat chest X-rays are only necessary if the symptom screen is positive.

After a positive TB screening
Does the student have:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feelings of sickness</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Weakness</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Weight loss</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Fever</td>
<td>( )</td>
<td>( )</td>
</tr>
</tbody>
</table>
Confidential Health Certificate
TO BE COMPLETED BY THE HEALTH CARE PROVIDER

Name _____________________________________________     Student SCCC ID# ________________________________

B. **Required IGG Titer**s (attach copy of lab reports)*

<table>
<thead>
<tr>
<th>Measles (IGG)</th>
<th>Mumps (IGG)</th>
<th>Rubella (IGG)</th>
<th>Varicella (IGG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

*All negative or equivocal IGG titer results require immunization and a repeat titer. *(This means that if the titer is not positive, you must receive the corresponding immunization(s) and a repeat titer 2-3 months after re-immunization.)*

C. **Required Hepatitis B** - Satisfy either (1), or (2), or (3) below:

1. Three (3) doses of vaccine. First two doses must be 30 days apart and completed before classes begin.
   - Third dose should be given 6 months after first dose.
   - 1st Date: __________________  2nd Date: _______________ 3rd Date: _______________

   OR

2. Titer results showing immunity (attach copy of lab report).
   - Date of Titer __________________  Result _________________________________________

   OR *(If negative, complete 1 or 3)*

3. Signed waiver to accompany this form. (Waivers can be obtained at the Health Services office).

D. **Required Tetanus/Diphtheria/Pertussis (Tdap) Immunization within 10 Years**

Name of Immunization ________________________ Date _________________________________

E. **Required Flu Vaccine (annual)**: Date ______________

F. **Physical Examination** - must be done annually *(ALL AREAS MUST BE COMPLETED)*

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>Skin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Ears R</th>
<th>L</th>
<th>Lymph Nodes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision (with glasses) R</td>
<td>L</td>
<td>Nose</td>
</tr>
<tr>
<td>Teeth</td>
<td></td>
<td>Throat</td>
</tr>
<tr>
<td>Thyroid</td>
<td></td>
<td>Lungs</td>
</tr>
<tr>
<td>Blood Pressure</td>
<td></td>
<td>Heart</td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td>Hernia</td>
</tr>
<tr>
<td>Neurological Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extremities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous Psychiatric Treatment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. **Health Care Provider's Statement:**

☐ "I performed the above medical evaluation and found, to the best of my knowledge, him/her to be free from physical or mental impairments including habituation or addiction to depressants, stimulants, narcotics, alcohol, or other behavior-altering substances which might interfere with the performance of his/her duties or would impose potential risk to patients or personnel”.

☐ “The following active problems were identified, which might interfere with the performance of his/her duties”

[Signature]

Physician/Office/Agency Stamp

Health Care Provider's Signature

Date ____________________ Phone Number ____________________

02/2015VH

*Form will not be accepted without Physicians*
AUTHORIZATION AND RELEASE FOR USE OF NAME, VOICE AND LIKENESS

I, ____________________________, hereby grant Suffolk County Community College ("the College") irrevocable permission to use my name, voice, quotes, image, visual likeness, portrait, and photograph in all forms and media (including, but not limited to, publications, websites, catalogs, brochures, books, magazines, photo exhibits, motion picture films, and/or videos) (collectively referred to as "Works") for the following proposes:

1) Teaching;
2) Admissions applications;
3) Professional journal and papers;
4) Institutional publicity and public relations;
5) Archival purposes; and
6) Any other purpose which the College deems fit in the interest of education, knowledge, research, marketing, advertising, or public relations.

I agree that all right and title and interest in and to all such Works and any reproductions or derivative work thereof shall be the exclusive property of Suffolk County Community College. I understand that the College may keep or may use the Works and derivative works now and in the future.

I further consent to the use of my biographical material in connection with such photographs or other portraits or likenesses of me.

I agree that the College does not owe me any compensation for the acts I have consented to in this agreement.

I hereby release Suffolk County Community College, its officers, directors, agents and employees from all liability or legal responsibility that may arise from the acts that I have authorized or consented to herein.

I have carefully read and understand the terms and conditions of this Authorization and Release, and agree to be bound by them.

__________________________       ______________
Signature                  Date

__________________________
Printed Name

(Signature of legal guardian is needed if subject is under age 18)

__________________________       ______________
Printed Name of Legal Guardian                  Date
Left Blank Intentionally
I have received information providing me the link to the Suffolk County Community College Dietetic Technician Program Student Handbook. I am aware that I am responsible for reviewing each policy and procedure and am in complete understanding of the contents presented in this handbook. I understand that I will be held accountable for complying with the requirements outlined.

My signature on this verification form indicates that I have completed my review of the handbook as requested and that I understand my responsibilities as outlined in the handbook. I understand that if I am not clear about any of the policies and procedures I am to seek answers for my questions from the Dietetic Technician Program faculty prior to signing the verification form.

Student Signature: ________________________________

77743
Date: ________________________________