Master of Science in Nutrition and Wellness

2014-2015 Guide

Benedictine University
College of Education and Health Services
Nutrition Department
5700 College Road, Lisle, IL 60532

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This Master of Science in Nutrition and Wellness guide does not replace official University policies or the current Graduate Catalog. This guide does not constitute legal advice and should not be used as such. You are invited to contact your Academic Advisor or the M.S. in Nutrition and Wellness Program Director if you have further questions.
Overview of the M.S. in Nutrition and Wellness Program

In our dynamic health care environment, it is essential for all health practitioners to develop skills for fostering and measuring improved health outcomes and financial accountability. This program provides a strong foundation in nutrition and health risk assessment, motivation, intervention, and evaluation. The research component is applied, in which a student examines the outcomes of a health education assessment or intervention, possibly within his or her own work setting, or conducts empirical research.

This degree serves as a portal to careers in health promotion and risk reduction, community-based education programming and therapeutic intervention. In addition, this program provides an excellent educational foundation for those who wish to pursue a doctorate.

This master program is available online and on campus (Lisle, IL). It is unique in that in addition to providing a life science-based foundational core, it provides the opportunity for selection of a complementary concentration:
- Nutrition Entrepreneurship (online)
- Dietetic Internship (on campus)
- Health Education (online and on campus)

**Health Education**

"Health educators work to encourage healthy lifestyles and wellness through educating individuals and communities about behaviors that promote healthy living and prevent diseases and other health problems." (source: www.nchec.org/credentialing/profession/). With appropriate course selection, students could become eligible to sit for the certification exam by the National Commission for Health Education Credentialing (NCHEC) as a Certified Health Education Specialist (CHES).

**Nutrition Entrepreneurship**

Entrepreneurs shape the future by developing and pursuing creative ventures. Designed for those who think ‘out of the box’, this online concentration is for those wanting to gain knowledge and expertise in complementary areas of nutrition and business, while gaining valuable research skills to best evaluate the success of ventures.

**Dietetic Internship**

This is the only Master of Science in Nutrition and Wellness in the country that is combined with a Dietetic Internship program accredited by the Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics providing the practice-based knowledge and experience as a Registered Dietitian (RD). Our Dietetic Internship program has a community emphasis, exposing the intern to a vast scope of available career options. Internship sites include both traditional and non-traditional settings, most are located in or near the Western suburbs of Chicago. We do not offer a distance dietetic internship program.
**Vision of the Future**

The Nutrition Programs will be recognized at the community, state, national, and international level for their leadership in developing optimal teaching and learning within nutrition programs. The programs will prepare future nutritionists, registered dietitians, and nutrition managers to address important food and nutrition issues that impact the quality of life of people.

**Mission**

The Masters Program in Nutrition and Wellness focuses on creating and maintaining a learning environment that encourages critical thinking, acquisition of comprehensive knowledge of the interrelationships of food, nutrition, and health, and the development of ongoing professional skills that are necessary for becoming outstanding health professionals.

**Educational Goals**

Upon successful completion of the Master of Science in Nutrition and Wellness foundation courses, the student will:

1. Demonstrate in-depth knowledge and application of key areas of nutrition science.
2. Assess individual and group needs for interventions.
3. Plan and design nutrition and wellness education or training program for individuals or groups.
4. Effectively communicate health education and health promotion.
5. Conduct evaluation and outcomes-based research.
6. Apply critical thinking skills.

**Characteristics of a Successful Graduate Student**

To maximize learning and the graduate program experience, the following are some traits that are needed:

1. Organization: Each graduate course requires a minimum of 15 hours per week, with some 600-level courses needing at least 20 hours per week. The time is needed to fully study the material, go to the literature and manage multiple projects. During thesis hours, additional time is needed to meet with groups and carry out research.
2. Communication: Present findings to classmates and scientific community. Communicating regularly with classmates, thesis group members and faculty. Be able to write both for scientific and lay populations.
3. Intellectual curiosity: Taking initiative in seeking solutions to problems, including courses, research and program. Actively participating in learning vs. passively or being “spoon fed”.
4. Ability to work independently yet contributes positively to the team.
5. Motivation: Maintain passion for field and learning in the midst of assignments, projects and readings. Be able to learn the material but also within context to translate to next steps in research and practice.
Application Procedures

M.S. in Nutrition and Wellness

Degree Prerequisites for Admit

✔ Educational Background

Applicants normally have a bachelor, master, or doctorate degree in a life science (e.g., biology, nutrition or dietetics, food science, nursing, health, exercise physiology or science) or physical science (e.g., chemistry, biochemistry, pharmacology). Consideration is given to applicants who have earned a B.A. degree AND who have completed all the pre-requisite courses listed below. There is no guarantee of future admit to those completing pre-requisite courses at colleges/universities elsewhere (i.e., not yet matriculated at Benedictine University). The Nutrition Department does not ever accept or ‘conditionally’ accept students with prerequisite courses missing.

Our M.S. in Nutrition and Wellness master degree program is a life science based degree. All applicants must submit an official transcript showing baccalaureate degree confirmation.

Completion of the Didactic Program in Nutrition and Dietetics (DPD/Nutrition Major) at Benedictine University or elsewhere does not guarantee acceptance into the Benedictine University M.S. in Nutrition and Wellness program.

Conditional admit is granted by committee (within the Benedictine University Nutrition Department) only to those who meet ALL of the following criteria:

1. Students who have a DPD Verification Statement and/or current Declaration of Intent by their DPD Director showing completion of the DPD and degree on/by upcoming August of the year of start.
2. Students who are participating in either the Benedictine University pre-match or the DICAS application system for possible acceptance in the Dietetic Internship program and concentration.
3. All M.S. program course prerequisites for admit are already completed with a grade of ‘C’ or better.
4. Students meet or exceed minimum GPA requirements.
5. Students meet or exceed minimum GRE requirements.
6. Adhere to ALL M.S. and Dietetic Internship application requirements, as outlined in this manual.

✔ Course Prerequisites for Admit

There are nutrition and science course prerequisites for the M.S. in Nutrition and Wellness program. Prerequisite courses need to be three or more credits each to fulfill the specified requirement:

- Physiology or a combined anatomy and physiology course.
- Principles of Biology, which serves as the prerequisite to a 200-level Physiology course, or supplement to a 100-level Physiology course.
- Biochemistry (requires introductory or higher organic chemistry as prerequisite). Alternate courses, if taken at the level of 200-level or higher, include Nutritional Biochemistry or Nutrient Metabolism (requires minimum of introductory organic chemistry as prerequisite).
- Basic nutrition, at the 200-level or higher. The student must have earned a grade of ‘C’ or better in each of these courses.

The prerequisite courses may be completed at the undergraduate or graduate level. Online courses taken for credit at the appropriate level are accepted from accredited universities; consult with Program Coordinators if needed.
Applicants who present an original Didactic Program in Dietetics (DPD) or Didactic Program in Nutrition and Dietetics (DPD) Verification Statement automatically meet all course prerequisites, if grades for each of the prerequisite courses for the M.S. program are a "C" or better.

Applicants who present a copy of their USA Commission on Dietetic Registration (CDR) RD card confirming status as a Registered Dietitian automatically meet all course requirements, if grades for prerequisite courses are a "C" or better. RD cards from other countries are not accepted towards requirements, waivers, or credits.

✓ **Graduate Record Exam (GRE)**

For those who took the GRE before August 1, 2011, a GRE score of 900 or better is required.

After August 1, 2011, Applicants need to have a minimum score of 30th percentile in each of the three areas of the GRE: verbal, quantitative areas, and analytical.

A GRE waiver for the M.S. in Nutrition and Wellness program is only provided to the following applicants:

- Transcript shows completion of a master degree from a USA accredited school.
- Transcript shows completion of a USA earned doctorate degree, including PhD, EdD, DrPH, MD, JD, and/or PharmD.
- Applicants who are a Registered Dietitian (RD), Registered Nurse (RN), or physician who can submit notarized copies of their nationally recognized (USA) credential of their status. Special instructions for RDs: submit a notarized copy of USA CDR RD card as licensure varies among states.

Applicants who meet one of the above three criteria for a GRE waiver should complete and submit the form to the Enrollment Center along with his/her application for acceptance:

http://www.ben.edu/future_students/graduate/upload/Graduate-Waiver-Form-13-14.pdf

Technician certificates (e.g., Dietetic Technician, Pharmacy Technician) do not qualify for a GRE waiver.

✓ **Grade Point Average (GPA)**

A GPA of at least 3.0/4.0 is a required GPA for acceptance into the M.S. in Nutrition and Wellness program. This is because a 3.0/4.0 is required to maintain good academic standing at the graduate level in our University.

✓ **English Competency - International Students**

For international applicants or when English is a second language, the requirements for acceptance are a minimum TOEFL test score of 600 on paper-based test or a score of 250 on the computer-based test or 80 on the internet-based test. (Minimum score may vary as ETS revises the exam). For more information on the TOEFL, visit www.ets.org/toefl.

Another way an international student can present evidence of English competency is through recent completion of full-time study at the university level, minimum two years, in a country where English is the native language as well as the language of instruction.
M.S. in Nutrition and Wellness Degree
Application Procedures

Required Materials:

To apply to the Benedictine University (BenU) Master of Science in Nutrition and Wellness, prospective students need to visit http://www.ben.edu/admissions/graduate/process.cfm for online links to all forms. All applicants should submit all of the following:

1. BenU Graduate Application Form.
2. One to two page well-written letter of career goals and program interest. Include:
   a. Why pursuing Graduate School?
   b. Why you chose the MS in Nutrition and Wellness and selected Concentration?
   c. Short and long term professional goals.
   d. How graduate school contributes to meeting your short and long term professional goals.
   e. A description of your unique characteristics and/or experiences and personal strengths that you will contribute to your success in graduate school and meeting your goals.
3. All college transcripts (official and sealed). Transcripts from universities or colleges outside of the United States will require a certified English translation and a foreign credit evaluation from Educational Credential Evaluators (ECE). Request a course-by-course evaluation of all coursework. Information about ECE can be found at https://www.ece.org/
4. A GRE test taken within the past five years. Visit http://www.ets.org/gre for more information and testing dates. Benedictine University's GRE code is 1707.
5. International students must provide a TOEFL score of at least score of 600 on paper-based test or a score of 250 on the computer-based test or 80 on the internet-based test. (Minimum score may vary as ETS revises the exam), if English is a second language.
6. Two letters of reference, using the Benedictine University Graduate School Reference Forms, from persons who know you from a professional or academic perspective, excluding family and friends.
7. $50.00 non-refundable application fee payable to Benedictine University. Write “M.S. in Nutrition and Wellness” in the reference area of the check.

Admission to M.S. in Nutrition and Wellness Certificate Program Only

If a prospective student desires to only pursue a certificate, versus the degree, he/she must still apply to the program for acceptance into a certificate program (using the graduate Certificate application form available online). The M.S. program does not allow student-at-large status entry into courses without permission. For admission to complete a certificate only, the prospective student must demonstrate proof of a baccalaureate degree from a regionally accredited college or university, as well as evidence of completion of the program pre-requisites and minimum grade point average of 3.0/4.0.

Students who are not degree seeking are not eligible for financial assistance.
If a student plans to continue in the M.S. degree as a degree-seeking student, he/she must officially apply to the university and adhere to all admission requirements. Application as a degree seeking student is an important step; otherwise the university (per policy) will count up to 16 quarter hours only towards the 64 quarter hour degree completion requirement.

Allowing a student to enroll in one or more courses, or even more than 16 quarter hours, through a certificate program or at-large status does not guarantee acceptance into the M.S. in Nutrition and Wellness program and/or Dietetic Internship program. A student is bound by the requirements in effect at the time of initiation of the degree program (not at initiation of certificate or at-large courses).
Students are required to maintain a GPA of 3.0/4.0 in order to receive a certificate upon completion of coursework.

Application Forms are available online: http://www.ben.edu/admissions/applications.cfm

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<th>Admission for Student At-Large Status (SAL) in the M.S. in Nutrition and Wellness program – Lisle campus only</th>
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If a prospective student desires to only complete a NTR course or two on the Lisle campus (not through the online program), versus a certificate or degree, he/she must seek approval directly from the Director of the M.S. in Nutrition and Wellness. Approval may be granted in unusual circumstances, such as a RD who wants to take one course for continuing education credit. Normally this at-large status is not allowed in the M.S. in Nutrition and Wellness program, and only with permission of the Director of the M.S. in Nutrition and Wellness.

The prospective student must:
2. Submit transcripts (official and sealed) to demonstrate proof of a baccalaureate degree from a regionally accredited college or university, as well as evidence of completion of the program pre-requisites, with grades of “C” or better, and minimum grade point average of 3.0/4.0.
3. GRE scores, which meet or exceed program requirements.
4. $50.00 non-refundable application fee payable to Benedictine University. Write “M.S. in Nutrition and Wellness” in the reference area of the check.

Under no circumstances will the course prerequisite(s) be waived for students taking courses ‘at large.’

Students are required to maintain a GPA of 3.0/4.0 in order to receive permission to enroll in another course through at-large status.

Under no circumstances will permission be granted for more than 12 credits of SAL status by the MS of Nutrition and Wellness Director.

Allowing a student to enroll in one or more courses through at-large status does not guarantee acceptance into the M.S. in Nutrition and Wellness program or Dietetic Internship program.

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<th>Admission to Dual Degree Programs</th>
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The university offers a M.S./M.P.H. Dual Degree program. Applicants must meet the requirements for the M.S. in Nutrition and Wellness degree program as well as that for the second degree program.

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<th>Enrollment Contact Information</th>
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Contact Information for the On-Campus M.S. in Nutrition and Wellness Program

Please contact the Enrollment Center at 630-829-6300 or via email at admissions@ben.edu if you have any questions, would like an information packet sent to you, want to know dates for the Open House, or would like to meet with a University Representative.

Contact Information for the Online M.S. in Nutrition and Wellness program

For the online program, go to URL: http://www.ben.edu/admissions/adult-online/index.cfm for links to online forms and more information. For questions, call (866) 295-3104.
Special Guidelines for Application to the Dietetic Internship Concentration

Dietetic Internship Concentration Pre-requisites

☑ Acceptance into the M.S. in Nutrition and Wellness program

Acceptance into the Dietetic Internship (DI) concentration is contingent upon application and full acceptance into the Master of Science (M.S.) in Nutrition and Wellness at Benedictine University. In other words, applicants who are not accepted into the M.S. in Nutrition and Wellness degree program will not be accepted into the Dietetic Internship program.

☑ Educational Background: A Didactic Program in Dietetics (DPD) Verification Statement

A Didactic Program in Dietetics (DPD) or Didactic Program in Nutrition and Dietetics (DPD) Verification Statement is required on or before the start of first term from those students “matched” to the university combined M.S./Dietetic Internship program. Students cannot begin the Dietetic Internship practice component before receipt of the DPD Verification Statement (from you or your DPD Director at your request) by the Dietetic Internship Director.

Students who have not completed a DPD program should not apply to the M.S. degree requesting the Dietetic Internship concentration. For more information about the Benedictine University DPD Program (i.e., Nutrition Major with Dietetics concentration) visit: www.ben.edu/nutrition or contact the Undergraduate Nutrition Major program director Catherine Arnold at carnold@ben.edu.

Students in a DPD program who are unable to complete all the DPD and degree requirements prior to the start of the first fall graduate school semester should not apply to the Dietetic Internship program that year; they are subject to dismissal from the Dietetic Internship program because lacking the prerequisite DPD Verification Statement.

☑ Grade Point Average (GPA)

Prospective students applying for the spring computer match should have a cumulative (of all college and university courses ever taken) GPA of at least 3.0/4.0 and DPD GPA of 3.2/4.0.

Benedictine University students applying for the pre-match in December should have a cumulative GPA of at least 3.2/4.0 and DPD GPA of 3.4/4.0.

☑ Graduate Record Examination (GRE)

For those who took the GRE before August 1, 2011, a GRE score of 900 or better is required.

After August 1, 2011, Applicants need to have a minimum score of 30th percentile in each of the three areas of the GRE: verbal, quantitative areas, and analytical.

☑ Submit all Required Application Materials

Refer to the section 'Dietetic Internship Concentration: Required Application Materials' for a list and description of all required items.

Dietetic Internship Concentration: Separate Application Procedures

Acceptance into the Dietetic Internship concentration is contingent upon being “matched” to the university Dietetic Internship program through the Pre-Match (December) or D&D Digital Computer Match process (spring).

This Dietetic Internship application (process, required materials, and fee) is separate, and IN
ADDITION TO, the required M.S. in Nutrition and Wellness degree program application (process, required materials, and fee).

Due to a limited number of slots in the dietetic internship program, the application and matching process is very competitive.

Students currently accepted into or attending the Benedictine University undergraduate Nutrition program (Dietetics concentration, for completion of the Didactic Program in Nutrition and Dietetics, DPD) and alumni of the Benedictine University DPD program are not guaranteed a "match" to the Benedictine University Dietetic Internship program.

Application to or being accepted into the Benedictine University M.S. in Nutrition and Wellness degree or certificate programs does not guarantee a “match” to the Benedictine University Dietetic Internship program.

Pre-Match Process

The pre-match process reserved for those affiliated with Benedictine University as a former or currently enrolled undergraduate or graduate student. To be eligible for “pre-match” a candidate for the Dietetic Internship must be one of the following:

1. A degree-seeking undergraduate student currently enrolled at Benedictine University, who will have completion of a bachelor degree and DPD (Nutrition Major with Dietetics concentration) by the end of August following pre-match.

2. A degree-seeking graduate student currently enrolled at Benedictine University in the M.S. in Nutrition and Wellness program, who has completed 9 or more graduate quarter hours within this program, and already earned his/her DPD Verification Statement.

3. Alumni of the Benedictine University DPD who completed the DPD within the past five years.

Note that applicants for pre-match in December should submit all of the materials required (paper, not electronic submission) in one large envelope directly to:

Julie Moreschi, M.S., RD
Dietetic Internship Director
Benedictine University
5700 College Road
Lisle, IL 60532

Application materials are retained by Benedictine University Dietetic Internship program for those who match to our program. Materials are not retained for those who do not match to our program. Submitted materials will not be returned.

Potential candidates should consult with the Benedictine University Dietetic Internship Director about procedures and dates.

Following review of application materials, the Dietetic Internship Director contacts qualified candidates to schedule a 15 minute interview with the Dietetic Internship Selection Committee. Interviews are given in December or January. Following the interview, the Dietetic Internship Director contacts each candidate with the acceptance decision.

Six of the 14 total available full-time slots may be filled via pre-match annually in December.

Completion of the DPD at Benedictine University does not guarantee acceptance into the Benedictine University dietetic internship program or concentration. However, the pre-match narrows the competition to highly qualified applicants of only our university who would rank our Dietetic Internship program as their first choice.
**Dietetic Internship Centralized Application System (DICAS)**

Unless you pre-match to Benedictine University, you will need to submit your Supervised Practice application materials through the Dietetic Internship Centralized Application System (DICAS), which can be accessed at https://portal.dicas.org/.

DICAS is normally available in December for the spring match. The Benedictine University Dietetic Internship program is accepting applications only through DICAS for the spring application time period. The online application(s) using DICAS must be completed no later than 11:59 p.m. Central Time on the application due date of February 15, 2015. In 2014, the associated fees for DICAS were $40 for the first application submitted and $20 for each additional application.

The DICAS fee is not the university application fee. Applicants must submit their $40.00 Benedictine University Dietetic Internship application fee directly to the Dietetic Internship Director at Benedictine University (refer to the Application Fee section of 'Dietetic Internship Concentration: Required Application Materials' for more information).

**Computer Matching Process**

Unless you pre-match to Benedictine University, you will need to complete the computer matching process online via D & D Digital Systems (https://www.dnddigital.com/).

Applicants must register online for computer matching and select internship priority choices by 11:59 p.m. Central Time on the application due date. There is $50 charge for the computer match process, directly payable to D & D Digital Systems. Applicants submit their dietetic internship preferences directly online to D & D Digital with this payment. Submission of this Preferences form and payment does not replace or substitute for Dietetic Internship applications and/or fees due to the individual sites to which you are applying!

If you will not be able to accept a match that may occur, you must notify D&D Digital in writing of your decision to withdraw from Dietetic Internship matching by the end of this reorder period. Fees are not refundable. Applicant matching results will be posted on https://www.dnddigital.com/ from 6:00 PM Central Time, on the Match Day (April 5, 2015). This is the ONLY source of notification for applicants; your DPD Director will know about your match status at this time if you elected to release your name. Each applicant will receive either ONE MATCH or NO MATCH after Log In. All applicants who receive ONE MATCH will find the matched DI program name and contact information to accept the matched appointment. Matched applicants must contact the DI Program by the stated date and time (watch time zone of the program) to confirm acceptance of the match. No arrangements should be made with any other DI programs. Applicants who receive NO MATCH will be given instructions. The posting of programs with open positions will be available several days following the notification date (April 8, 2015).

### Dietetic Internship Concentration: Required Application Materials

To apply for potential “match” to the Benedictine University Dietetic Internship (DI) concentration, a candidate must submit:

1. **A complete application packet to the university for entry into the M.S. in Nutrition and Wellness** (Refer to previous section 'Application Procedures for the M.S. in Nutrition and Wellness program')

   **AND**

2. **As a separate application, a complete application for the Dietetic Internship program.**

The application materials required for the Dietetic Internship application are listed below.
Refer to the following sections for more information about each of these requirements.

1. Supervised Practice Application Form, with GRE test results recorded on the form
2. DPD Verification Statement or Declaration of Intent Form (from your DPD program Director)
3. All college transcripts (official and sealed)
4. Letter of Application
5. Provide letters of reference
6. Dietetic Internship application fee
7. Interview
8. DICAS fees (spring match only)
9. D&D Digital Computer Match form and associated fees (spring match only)

Supervised Practice Application Form

All applicants complete and submit a completed Supervised Practice Program Application form. For a potential match to Benedictine University, it is expected that each applicant:

1. Provide evidence of at least 100 hours of verifiable work, practicum, or volunteer experience in the profession on the appropriate pages of this form.
2. Complete GPA calculations and conversions as necessary from quarter to semester hours and to a four point scale.
3. Provide/list all requested course work (per the form). If one has repeated a course, list all courses, but only include the most recent course and grade in the calculation.
4. Record his/her GRE score on the Supervised Practice Form in the space provided. Thus, the GRE must be taken prior to application.

Benedictine University undergraduate students can obtain copies of the Supervised Practice Application Form on the D2L Nutrition Resource Site.

For the spring computer match (only), applicants complete this application form using Dietetic Internship Centralized Application System (DICAS).

DPD Verification Statement or Declaration of Intent Form

A DPD Verification Statement or Declaration of Intent form is required by all applicants, and completed by the applicant’s DPD Director (the student may need to request it).

For the December Pre-Match process, this document should be requested from the DPD Director at least two weeks in advance of need, and then placed directly in the paper application packet.

For the spring computer match (only), applicants request this verification through the DICAS system. Students must have a projected DPD and degree completion date that is on or before the fall start date (late August) of the Benedictine University Dietetic Internship program. Students cannot apply a year in advance.

Transcripts

Applicants must submit all college and university transcripts (official and sealed), even if ‘transfer’ courses are recorded on the transcript of the institution awarding the DPD. Transcripts from universities or colleges outside of the United States will require a foreign credit evaluation from Educational Credential Evaluators (ECE). Note: For your dietetic internship application to our program, study abroad experiences for one term or less do not need evaluation by ECE if recorded on the transcript of the institution issuing the DPD.

For the December Pre-Match process, these official transcripts should be placed directly in the paper application packet.

For the spring computer match only, these official transcripts should be sent to:

DICAS - Transcript Dept.
PO Box 9118
Watertown, Ma 02472.
**Letter of Application**

The Benedictine University Dietetic Internship program requires submission of a one to two page well written letter of application. There is no special form for this letter, but business format is best. We highly recommend that you review your Application and Letter with your DPD Director prior to submission. Omission of any of the following points will detract from the completeness of your application; this letter must discuss:

1. Why you chose to study nutrition and dietetics.
2. Both short (5 years) and long term (10 years) career aspirations/goals.
3. A description of how your unique characteristics and/or experiences (e.g., diabetes camp counselor, teaching nutrition to children, academic minors or concentrations or double majors, bilingual skills, study abroad, certification in sanitation and related fields, such as fitness, leadership positions, regularly scheduled volunteer experience in health care or community based facilities, coaching sports teams, supervisory experience, culinary arts experience, people-orientated experiences, etc.) and/or personal strengths could contribute to this Dietetic Internship and your career goals.
4. An honest assessment of your limitations and what we need to provide to help you to succeed. Remember, we are trying to make certain that we can provide you with the experience you need and desire!

For the December Pre-Match process, this document should be placed directly in the paper application packet.

For the spring computer match (only), applicants upload their completed letter(s) into the Dietetic Internship Centralized Application System (DICAS).

**References**

The Benedictine University Dietetic Internship program requires that all applicants obtain written references, using the official Supervised Practice Reference Forms.

For our program, we recommend you request recommendations from:

1. At least one from a nutrition professor who can discuss: (a) your academic ability and potential; (b) professionally related memberships and involvement; (c) resourcefulness and initiative; and (d) personal attributes, including strengths, limitations, and leadership ability and potential.
2. A work/volunteer/practicum experience supervisor/manager.
3. An academic professor in nutrition, biology, biochemistry, chemistry, or written communications.

References from family or friends will not be accepted.

For the December Pre-Match process, these letters (in envelopes sealed by the reference person) should be placed directly in the paper application packet. Benedictine University undergraduate students can obtain copies of the reference forms on the D2L Nutrition Resource Site.

When completing the application form using Dietetic Internship Centralized Application System (DICAS) for the spring match, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form; the Reference Form for the spring match will be completed on-line.

**Application Fee**

All external candidates (i.e., not current students or alumni of Benedictine University) must submit a $40.00 non-refundable
application fee payable to Benedictine University when applying to the Dietetic Internship program. Write “Dietetic Internship” in the reference area of the check.

For the spring computer match, applicants should send this application fee directly to the Benedictine University Dietetic Internship Director, postmarked by the February DICAS and D&D Digital computer match due date (February 15, 2014):
Julie Moreschi, M.S., RD
Dietetic Internship Director
Benedictine University
5700 College Road
Lisle, IL 60532

Interview

An interview is required (after submission of Dietetic Internship application materials). The Dietetic Internship Director will contact potential candidates to notify him or her of the interview time. Persons living distances greater than 50 miles from the University may request a phone interview instead. However, we highly recommend that you visit any place in which you submit an application!

Contact Information for the On-Campus Combined M.S./Dietetic Internship Program

Please contact the Benedictine University Dietetic Internship Director Julie Moreschi at 630-829-6548 or via email at jmoreschi@ben.edu if you have any questions about our Dietetic Internship program.

Items Required after Successful Match to the Benedictine University combined M.S./Dietetic Internship program

Before the beginning of his/her dietetic internship rotations, a Benedictine University (BenU) dietetic intern must also complete:

1. All pre-work, assigned in the summer prior to the start of the BU Dietetic Internship program. Earn a grade of ‘B’ or better in NTR 668 (1).
2. All required medical and drug, security and safety (e.g., background check), and academic clearances.
3. Earn a grade of ‘B’ of better in NTR 670 (1) DI Orientation.
4. Earn a grade of ‘B’ or better in NTR 615 (4) Medical Nutrition Therapy Advanced Concepts and Outcome Measurement.

Resources for Those Applying to Dietetic Internship Programs

The following links were active and correct as of September 10, 2014.

Visit the Academy of Nutrition and Dietetics website for “Suggestions to improve your chances at getting a Dietetic-Internship Position” online at URL:
http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8147&terms=dicas

The Computer Matching Policies and Procedures are posted online at:

The link to D&D Digital for Computer Matching is: http://www.dnddigital.com/.

Information about the Dietetic Internship Centralized Application System (DICAS) process:
http://www.eatright.org/ACEND/content.aspx?id=186
Transfer Course Credits and Substitutions

Transfer courses, waivers, and course substitutions will be evaluated on a case-by-case basis by the Director of the Master of Science in Nutrition and Wellness degree. The course substitution request needs to be specified for which course(s).

Normally there are NO waivers of the required courses in the M.S. in Nutrition and Wellness foundation or required courses within a concentration.

Program Residency Requirement

A student must complete a minimum of 32 graduate quarter credit hours of coursework at Benedictine University at the 500 level or above. This requirement is known as the academic residency requirement.

For students in dual degree programs, the residency requirement is 64 quarter credit hours.

The residency requirement is not the same as the minimum number of required hours for degree completion. The courses taken at Benedictine University towards residency (and degree requirements) can be completed on campus or through the online program.

Transfer Credit

This section describes the procedures for acceptance of 'equivalent' graduate coursework taken elsewhere. If no special waivers (Refer to the next section in the Handbook), a maximum of 32 United States equivalent graduate-level quarter credits may be accepted as transfer credits from another institution and applied towards this degree. If transfer credit is approved, the student does not have to take an elective to replace this credit towards the degree program/s.

Transfer Credit for Required or Approved Lists of Courses

For a transfer course to be considered for substitution of credit (i.e., do not have to replace the credits) and to replace a required (foundation course or required concentration course) or elective course selected from a pre-approved list (as in Health Education or Nutrition Entrepreneurship concentrations) all of the following must be met:

1. The student is degree seeking in the M.S. in Nutrition and Wellness program.
2. The student must have earned a course grade of a ‘B’ or higher in the “equivalent” graduate course.
3. The graduate course must have been taken within the past five years.
4. And at least one of the following:
   a. The Director of the M.S. in Nutrition and Wellness must deem graduate nutrition courses as “equivalent” to a particular required BU NTR course.
   b. Graduate level public health (MPH) courses must be determined as equivalent to a specific required BenU MPH course.
   c. Graduate level business courses will be considered only if they match (by content and description) those business courses required or listed as options in the Nutrition Entrepreneurship concentration and only for those in pursuit of that concentration.

5. The student must follow the procedures for the request (Refer to 'Procedures for Request' later in this section of the Handbook).

Note: All courses in the M.S. in Nutrition and Wellness foundation, Health Education Concentration (online and on campus), and Nutrition Entrepreneurship concentration
(online) are required or from a list of approved electives.

Transfer Credit for General Electives

For a transfer course to be considered for substitution of credit (i.e., do not have to replace the credits) by the Nutrition Department to replace some general elective requirements, all of the following must be met:

1. The student is degree seeking in the M.S. in Nutrition and Wellness program.
2. The student must have earned a course grade of a ‘B’ or higher at the graduate level for the course(s) being evaluated.
3. The course must have been taken within the past five years.
4. For general electives, only graduate level nutrition, health, exercise physiology or other courses closely related to this degree and the concentration chosen will be considered for graduate course credit waiver.
5. The student submits this request to the Director of the M.S. in Nutrition and Wellness program (since these are for the on-campus concentrations).
6. The student must follow the procedures for the request (Refer to ‘Procedures for Request’ later in this section of the Handbook).

Transfer Credit Provided to Registered Dietitians

Since the Benedictine University Nutrition Department Dietetic Internship (DI) awards graduate level credit for the DI practice experience, Registered Dietitians may be awarded up to 12 (of the limit of 32 external credits) quarter credits towards the approved elective or general elective credits (i.e., not identified as required) in a concentration of the M.S. in Nutrition and Wellness program. To be awarded the credit for NTR 687, the RD must provide a current notarized USA CDR RD card. This is considered transfer credit by the Nutrition Department. This only applies to those completing dietetic internships in the USA who have passed the USA CDR RD exam. The five year time limit does not apply in this special case.

Special Waiver for Completion of Graduate Cross-listed Courses at Benedictine University

Up to 16 quarter credit hours (of the total of 64) may be waived for prior undergraduate coursework completed at Benedictine University within the last five years that are deemed ‘equivalent’ evidenced through cross-listing.

Thus, all students must complete a minimum of 48 quarter credits to graduate from the master degree program, 32 of which must be at Benedictine University.

Undergraduate Students at Benedictine University have the opportunity to take a few select Benedictine University graduate nutrition (NTR) and MPH courses as cross-listed undergraduate courses. Since the requirements are the same (e.g., no differentiation in requirements or grading) for both the graduates and undergraduates enrolled in the select NTR/NUTR and MPH/NUTR cross-listed courses, these students qualify for special course waivers of these same graduate courses and the related graduate credits for the M.S. in Nutrition and Wellness program.

To qualify, the course must be one of these Benedictine University graduate courses cross-listed to the undergraduate level: NTR 621 (cross-listed as NUTR 390), NTR 625 (cross-listed as NUTR 390), NTR 530 (cross-listed as NTR 345) and MPH 601 (cross-listed as NUTR 381).

To qualify for this special waiver at Benedictine University, all of the following requirements must have been met:

1. Student completed an undergraduate degree or second major at Benedictine University.
2. The student is degree seeking in the M.S. in Nutrition and Wellness program.
3. The student must have earned a course grade of a ‘B’ or higher in the cross-listed
graduate course taken at Benedictine University.

4. The cross-listed Benedictine University graduate to undergraduate course must have been taken within the past five years.

5. Because courses change over time, if the course is older than two years at the start of the M.S. in Nutrition and Wellness program, the Director of the M.S. in Nutrition and Wellness must deem it as “equivalent” to the current version, following a review.

6. The student must follow the procedures for the request (Refer to 'Procedures for Request' later in this section of the Handbook).

If the student does not earn a grade of a ‘B’ or better, the special waiver does not apply (i.e., the course does not count towards course or credit requirements for the degree); the student must repeat the course for graduate credits to have it count towards the graduate degree.

If the undergraduate and graduate courses have separate sections, in which the graduate course requirements or level may vary from the undergraduate level, the special waiver will not apply.

If the course is not a nutrition course and/or an undergraduate Benedictine University course cross-listed to the graduate level (e.g., Exercise Physiology), the special waiver does not apply.

**Substitution of Courses**

A maximum of 16 United States equivalent undergraduate-level quarter credits may be accepted as substitution credits from any accredited institution, including Benedictine University, and applied towards this degree. Substitution credit means our that upon acceptance of an undergraduate course as “equivalent” to a course specified as part of the foundation or concentration, and that it meets the substitution credit stipulations, the student replaces the undergraduate course deemed “equivalent” and selects a Benedictine University graduate general elective course for the same number of credits (quarter hour equivalents) in consultation with his/her Academic Advisor.

For an undergraduate course (that is not cross-listed) to be considered for substitution credit with replacement course for a particular graduate course, all of the following must be met:

1. The student must have earned a course grade of ‘B’ or higher in the undergraduate course deemed “equivalent” to a course specified as part of the M.S. foundation or the chosen concentration.
2. The course must have been taken within the past five years.
3. At least one of the following:
   a. The Director of the M.S. in Nutrition and Wellness must deem the undergraduate nutrition course(s) as “equivalent” to a particular required BU NTR course.
   b. Undergraduate level public health (MPH) courses must be determined as equivalent to a specific required BenU MPH course.
   c. Undergraduate level business courses will be considered only if they match (by content and description) those business courses required or listed as options in the Nutrition Entrepreneurship concentration and only for those in pursuit of that concentration.
4. The student must follow the procedures for the request.

For example, if a student completed a biostatistics course with a grade of ‘B’, or both Statistics I and II, both with grades of ‘B’, s/he could request substitution credit by asking the Director of the M.P.H. program – and if approved, replace the MPH 511 biostatistics course with an approved elective. Note: completion of an one-semester statistics (vs.
biostatistics) course will not waive the student of MPH 511, even if a grade of ‘B’ or better was earned.

Undergraduate courses at Benedictine University or elsewhere do not count toward graduate school general elective credits.

Procedures for Request

*The request for any transfer, substitution, or waiver must be initiated by the student in writing.* The course substitution request needs to be specified for which course(s) to transfer, substitute or waive. It is the responsibility of the requesting student to submit:

1. M.S. in Nutrition and Wellness program Course Credit Waiver or Substitution Form.
   a. For on campus (Lisle) students, this form can be obtained from the Director of the M.S. in Nutrition and Wellness.
   b. Online students request this form from their Program Coordinator and Student Service Coordinator.

2. Official graduate and/or undergraduate school transcript(s) that have the course for special evaluation posted.

3. Official catalog description of each course for evaluation.

4. Official university course syllabus (i) for each course for evaluation.

5. The M.S. Director may request additional information (e.g., course notes, projects) in order to make a judgment on a course match; it is then student’s responsibility to provide such information in a timely manner (within two weeks of the request).

*Incomplete forms and/or incomplete syllabi will not be reviewed.*

All items must be submitted for potential approval at least one week prior to the end of the first course of graduate school at Benedictine University. For the online program, this means by the end of the 9th week of the first course. No exceptions. The outcome of these evaluations impact advising.

*Exception to deadline:* Those who complete a dietetic internship elsewhere (i.e., not Benedictine University) while in pursuit of the M.S. in Nutrition and Wellness degree should submit a copy of their notarized CDR RD card as soon as possible (within a month of receipt preferred) and prior to taking program electives, in order to maximize the number of credits that can be 'transferred' as NTR 687. In the event the student has already completed some electives by the time he/she submits his/her notarized USA CDR RD card to his/her advisor, the student should realize that no required foundation or required core courses will be waived in the place of those completed electives. Thus, timeliness is essential!
# Curriculum Requirements for M.S. in Nutrition and Wellness

## Foundation Courses (38)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>NTR 621</td>
<td>Obesity: Theory and Practice</td>
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<td>NTR 625</td>
<td>Complementary Nutrition Therapies</td>
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<td>NTR 629</td>
<td>Health and Wellness Research</td>
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<td>NTR 633</td>
<td>Advanced Nutrition Topics in Micronutrients</td>
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<td>MPH 632</td>
<td>Public Health Education Methods</td>
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<td>NTR 644</td>
<td>Advanced Metabolism: Carbohydrates and Lipids</td>
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<td>NTR 698</td>
<td>Research II</td>
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<tr>
<td>MPH 511</td>
<td>Bio Statistics</td>
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</table>

## Concentration: Health Education (26)

### Required Concentration Courses (12):
- NTR 530 (4) Science of Sports Nutrition
- MPH 609 (4) Cultural Context of Health Care
- NTR 657 (4) Nutrition Communications through Technology

### Electives (14) - select from among the following courses:
- MPH 601 (4) Behavioral and Social Aspects of Public Health
- MPH 602 (4) Public Health System
- MPH 604 (4) Epidemiology*
- MPH 605 (4) Environmental Health
- MPH 607 (4) Community Health Analysis*
- MPH 634 (4) Public Health Education Programs and Skills*
- MPH 664 (4) Marketing of Public Health
- NTR 686 (4) Health Education Internship*
- MGMT 552 (2) Leadership OR MGMT 579 (2) Training and Development Overview

* recommended for students planning to pursue CHES certification.

## Concentration: Nutrition Entrepreneurship (26)

### Required Concentration Courses (18):
- MBA 559 (4) Entrepreneurship
- MBA 622 (4) Creativity & Innovation in Business
- MGMT 552 (2) Leadership
- NTR 657 (4) Nutrition Communications through Technology
- NTR 658 (4) Venture Planning in Nutrition

### Electives (8 credits) - select from among the following courses:
- NTR 530 (4) Science of Sports Nutrition [required if not RD]
- MPH 609 (4) Cultural Context of Health
- MPH 610 (4) Health Policy
- MPH 662 (4) Management of Health Services Organizations
- MPH 664 (4) Marketing of Public Health
- MPH 680 (4) The Business of Health Care
- MBA 520 (4) Leadership and Ethics in a Global Environment
- MBA 530 (4) Organizational Behavior
- MBA 666 (4) Consumer Behavior
- MBA 676 (4) Marketing Strategies in the Digital Age
- MBA 683 (4) Project Management
- MBA 686 (4) International Marketing
- MGMT 532 (4) Organization Development
- MGMT 558 (2) Service Management
- MGMT 579 (2) Training and Development Overview
- MGMT 581 (2) Team Building
- MBA 634 (4) Strategy, Structure & Decision Making
## Concentration: Dietetic Internship (26)

- NTR 615 (4) MNT Advanced Concepts and Outcome Measurement
- NTR 622 (2) Case Studies in Dietetics
- NTR 624 (2) Career Portfolio
- NTR 632 (2) Nutrition Counseling for Disordered Eating
- NTR 668 (1) DI Clinical Review
- NTR 670 (1) DI Orientation
- NTR 671 (2) DI Foodservice
- NTR 672 (1) DI Maternal and Child Nutrition
- NTR 673 (1) DI ENP
- NTR 674 (1) DI Community
- NTR 675 (3) DI Clinical
- NTR 676 (2) DI LTC/Sub Acute
- NTR 677 (2) DI Nutrition Clinic Management
- NTR 678 (2) DI Skill & Practice Competence

The M.S. in Nutrition and Wellness program requires 64 quarter hours (approximately 43 total semester hours) of graduate coursework. In addition to completion of the 38 quarter hours of Nutrition and Wellness Foundation courses, students complete 26 credit hours of coursework in at least one concentration.

USA CDR RD credentialed applicants should refer to the Transfer Credit section earlier in this handbook.
### Curriculum Requirements

**M.S. degree**

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**BENEDICTINE UNIVERSITY CHECKLIST FOR MASTER OF SCIENCE IN NUTRITION AND WELLNESS**

2014 - 2015 Academic Year - **on campus (Lisle) program**

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<tr>
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<th>Name</th>
<th>Phone Number(s)</th>
<th>BU ID#</th>
<th>Advisor</th>
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GRADUATION REQUIREMENT: Students must submit a total of 64 quarter credit hours with a minimum G.P.A. of 3.0 from Benedictine University courses. All courses in the foundation must be completed with a grade of a “B” or better. All courses in the Dietetic Internship concentration must be completed with a grade of a “B” or better.

**PREREQUISITE DEGREE:** (Biological or Physical Sciences or Nutrition/Dietetics)

**PREREQUISITE COURSES:**

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<tr>
<th>School</th>
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<th>Grade</th>
<th>Course Number and Name</th>
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**EXTERNAL TRANSFER CREDIT**

AS USA CDR RD _________ NTR 687 (1-12) Professional Practice in Dietetics

**FOUNDATION COURSES (38 QUARTER HOURS)**

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**CONCENTRATION: HEALTH EDUCATION (26)**

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**CONCENTRATION: DIETETIC INTERNSHIP (26)**

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**Notes:**

1. Select one Concentration in addition to MS Foundation courses

2. Admission to Dietetic Internship Concentration is by separate application process. Interested prospective students must have a DPD Verification Statement or DPD Declaration of Intent at time of application. Current (enrolled) students can participate in the “pre-match” process. (Refer to application guidelines).
### Graduation Requirement:
Students must submit a total of 64 quarter credit hours with a minimum G.P.A. of 3.0 from Benedictine University courses. All courses in the foundation must be completed with a grade of a “B” or better.

### Prerequisite Degree:
(Biological or Physical Sciences or Nutrition/Dietetics)

### Prerequisite Courses:

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### External Transfer Credit

- AS USA CDR RD _________ NTR 687 (1-12) Professional Practice in Dietetics

### Foundation Courses (38 Quarter Hours)

1. **Concentration: Health Education (26)**

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<th>Electives (14) - select from among the following courses:</th>
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<td>MPH 607 (4) Community Health Analysis</td>
</tr>
<tr>
<td>MPH 634 (4) Public Health Ed. Program &amp; Skills</td>
</tr>
<tr>
<td>MPH 664 (4) Marketing of Public Health</td>
</tr>
<tr>
<td>NTR 686 (4) Health Education Internship</td>
</tr>
<tr>
<td>MGMT 552 (2) Leadership</td>
</tr>
<tr>
<td>MGMT 579 (2) Training and Dev Overview</td>
</tr>
</tbody>
</table>

### Concentration: Nutrition Entrepreneurship (26)

<table>
<thead>
<tr>
<th>Term</th>
<th>Grade</th>
<th>Course Number and Name</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>MBA 559 (4) Entrepreneurship</td>
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<tr>
<td></td>
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<td>MBA 622 (4) Creativity &amp; Innovation in Business</td>
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<td>MGMT 552 (2) Leadership</td>
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<tr>
<td></td>
<td></td>
<td>NTR 657 (4) Nutrition Communications Through Technology</td>
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<td>NTR 658 (4) Venture Planning in Nutrition</td>
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<tr>
<th>Electives (8) - select from among the following courses:</th>
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<tr>
<td>NTR 530 (4) Science of Sports Nutrition</td>
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<tr>
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<tr>
<td>MPH 609 (4) Cultural Context of Health</td>
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<tr>
<td>MPH 610 (4) Health Policy</td>
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<tr>
<td>MPH 662 (4) Mgmt of Health Services Org.</td>
</tr>
<tr>
<td>MPH 664 (4) Marketing of Public Health</td>
</tr>
<tr>
<td>MPH 680 (4) The Business of Health Care</td>
</tr>
<tr>
<td>MBA 520 (4) Leadership and Ethics in a Global Environment</td>
</tr>
<tr>
<td>MBA 666 (4) Consumer Behavior</td>
</tr>
<tr>
<td>MBA 676 (4) Marketing Strat in the Digital Age</td>
</tr>
<tr>
<td>MBA 683 (4) Project Management</td>
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<tr>
<td>MBA 684 (4) International Marketing</td>
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<tr>
<td>MGMT 532 (4) Organization Development</td>
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<td>MGMT 558 (2) Service Management</td>
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<td>MGMT 579 (2) Training and Dev Overview</td>
</tr>
<tr>
<td>MGMT 581 (2) Team Building</td>
</tr>
<tr>
<td>MGMT 634 (4) Strategy, Structure &amp; Decision Making</td>
</tr>
</tbody>
</table>

### Notes:
1. Select one Concentration in addition to the M.S. Foundation courses.
The M.S. in Nutrition and Wellness/MPH dual degree integrates an applied foundation of the science of health promotion with community health processes. Students learn to assess individuals and communities for health problems, services, and needs, and develop appropriate solutions.

This option requires separate application and admission to each degree program. The completion of all requirements for all programs is required. The M.S. in Nutrition and Wellness/MPH dual degree program requires a minimum of 96 credits. **The student must complete (a) the combined M.S. in Nutrition and Wellness and MPH foundation courses, (b) the public health capstone, and (c) one concentration.** The M.S. in Nutrition and Wellness program director serves as the advisor of this Dual Degree program.

**Dual Degree Foundation Courses (78):**

- MPH 511 (4) Biostatistics
- MPH 601 (4) Behavioral and Social Aspects of Public Health
- MPH 602 (4) Public Health Systems
- MPH 603 (4) Ethical and Political Issues
- MPH 604 (4) Epidemiology
- MPH 605 (4) Environmental Health
- MPH 607 (4) Community Health Analysis
- MPH 609 (4) Cultural Context of Health
- MPH 610 (4) Health Policy
- MPH 611 (4) Public Health Biology
- MPH 662 (4) Management of Health Services Organizations
- NTR 621 (4) Obesity: Theory and Practice Applications
- NTR 625 (4) Complementary Nutrition Therapies
- NTR 629 (4) Health and Wellness Research Planning
- NTR 633 (2) Advanced Nutrition Topics in Micronutrients
- MPH 632 (4) Public Health Education Methods
- NTR 644 (4) Advanced Metabolism: Carbohydrates and Lipids
- NTR 647 (2) Advanced Metabolism: Protein
- NTR 694 (2) Applied Data Analyses
- NTR 697 (4) Research I
- NTR 698 (4) Research II

**MPH 690 (6) Internship and Capstone in Public Health**

- NTR 530 (4) Science of Sports Nutrition
- NTR 657 (4) Nutrition Communications through Technology
- MPH or NTR electives (4)

**Health Education Concentration (12)**

- NTR 530 (4) Science of Sports Nutrition
- NTR 657 (4) Nutrition Communications through Technology
- MPH or NTR electives (4)

**Nutrition Entrepreneurship Concentration (18)**

- MBA 559 (4) Entrepreneurship
- NTR 657 (4) Nutrition Communications through Technology
- MBA 622 (4) Creativity & Innovation in Business
- NTR 658 (4) Venture Planning in Nutrition
- MGMT 552 (2) Leadership

**Dietetic Internship Concentration (26)**

- NTR 615 (4) MNT Advanced Concepts and Outcome Measurement
- NTR 622 (2) Case Studies in Dietetics
- NTR 624 (2) Portfolio and Professional Issues
- NTR 632 (2) Nutrition Counseling for Disordered Eating
- NTR 668 (1) DI Clinical Review
- NTR 670 (1) DI Orientation
- NTR 671 (2) DI Foodservice
- NTR 672 (1) DI Maternal and Child Nutrition
- NTR 673 (1) DI ENP
- NTR 674 (1) DI Community
- NTR 675 (3) DI Clinical
- NTR 676 (2) DI LTC/SubAcute
- NTR 677 (2) DI Nutrition Clinic Management
- NTR 678 (2) DI Skills and Practice Competence
**BENEDICTINE UNIVERSITY CHECKLIST**

**FOR M.S. IN NUTRITION AND WELLNESS/MASTER OF PUBLIC HEALTH DUAL DEGREE**

2014 - 2015 Academic Year

**DATE**

**TERM OF ENTRY**

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**GRADUATION REQUIREMENT:** Students must submit a total of at least 96 quarter credit hours with a minimum G.P.A. of 3.0 from Benedictine University courses. All courses in the foundation must be completed with a grade of a “B” or better. All courses in the Dietetic Internship concentration must be completed with a grade of a “B” or better.

**PREREQUISITE DEGREE:** (Biological or Physical Sciences or Nutrition/Dietetics)

**PREREQUISITE COURSES:**

<table>
<thead>
<tr>
<th>School</th>
<th>Term</th>
<th>Grade</th>
<th>Course Number and Name</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Basic Nutrition (___)</td>
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<td>Biology (___)</td>
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<td>Physiology (___)</td>
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<td>Biochemistry (___)</td>
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**EXTERNAL TRANSFER CREDIT** AS USA CDR RD _________ NTR 687 (1-12) Professional Practice in Dietetics

**FOUNDATION COURSES (78 QUARTER HOURS)**

1. **CONCENTRATION: NUTRITION ENTREPRENEURSHIP (18)**

<table>
<thead>
<tr>
<th>Term</th>
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<tr>
<td></td>
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<td>NTR 657 (4) Nutrition Communications through Technology</td>
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<td>Electives (4) - select from among the MPH or NTR courses:</td>
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2. **CONCENTRATION: DIETETIC INTERNSHIP (26)**

<table>
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<th>Term</th>
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<tbody>
<tr>
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<td></td>
<td>NTR 615 (4) MNT Advanced Concepts and Outcomes Measurement</td>
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<tr>
<td></td>
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<td>NTR 668 (1) DI Clinical Review</td>
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<td>NTR 670 (1) DI Orientation</td>
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<td>NTR 671 (2) DI Foodservice</td>
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<td>NTR 675 (3) DI Clinical</td>
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<td>NTR 676 (2) DI LTC/Sub Acute</td>
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<tr>
<td></td>
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<td>NTR 677 (2) DI Nutrition Clinic Management</td>
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<tr>
<td></td>
<td></td>
<td>NTR 678 (2) DI Skill and Practice Competence</td>
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</tbody>
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**NOTES:**

1. Select one Concentration in addition to the M.S./M.P.H. Foundation courses.
2. Admission to the Dietetic Internship Concentration is by separate application process. Interested prospective students must have a DPD Verification Statement or DPD Declaration of Intent at time of application. Current (enrolled) students can participate in the “pre-match” process.
Curriculum Requirements for Related University Certificate Programs

Certificate Programs require completion of at least 16-quarter hours as specified. Courses are not offered each term/session.

Refer to 'Application Procedures' section earlier in this Handbook for prerequisites.

The Health Education and Promotion Certificate is awarded through the Master of Public Health Program. The Certificate in Entrepreneurship & Management Innovation is through the Business Department. The Nutrition Certificates are offered through the Nutrition Department.

**Certificate Program in Health Education and Promotion (16)**

- MPH 601 (4) Behavioral and Social Aspects of Public Health
- MPH 609 (4) Cultural Context of Health Care
- MPH 632 (4) Public Health and Health Education

And, select one of the following courses (4):
- MPH 634 Public Health Education Programs and Skills (CHES)
- MPH 664 (4) Marketing of Public Health

**Certificate Program in Entrepreneurship & Managing Innovation (16)**

- MBA 559 (4) Entrepreneurship
- MBA 622 (4) Creativity & Innovation in Business
- MBA 683 (4) Project Management
- MGMT 634 (4) Strategy, Structure & Decision Making

**Certificate Program in Nutrition Entrepreneurship (16)**

- MBA 559 (4) Entrepreneurship
- NTR 657 (4) Nutrition Communications through Technology
- MBA 622 (4) Creativity & Innovation in Business
- NTR 658 (4) Venture Planning in Nutrition
**External Certification Options**

All students interested in pursuing certification options should select elective courses in consult with his or her academic advisor during the pursuit of the degree. These certifications are not a part of the program or degree requirements, but rather the degree assists in the preparation for the external certification examinations, dependent upon the choice of courses.

**Certified Health Education Specialists (CHES)**

These specialists are those who have met the standards of competence established by National Commission for Health Education Credentialing (NCHEC) and have successfully passed the CHES examination. Health Educators are professionals who design, conduct and evaluate activities that help improve the health of all people. These activities can take place in a variety of settings that include schools, communities, health care facilities, businesses, colleges and government agencies.

The CHES examination is a competency-based tool used to measure possession, application and interpretation of knowledge necessary for health educators in the seven areas of responsibility:

1. Assess individual and community needs for health education;
2. Plan health education strategies, interventions, and programs;
3. Implement health education strategies, interventions, and programs;
4. Conduct evaluation and research related to health education;
5. Administer health education strategies, interventions, and programs;
6. Serve as a health education resource person; and
7. Communicate and advocate for health and health education.

Prior to taking the CHES exam, students must complete at least 25 undergraduate and/or graduate semester hours (or 37 quarter hours) of course work with specific preparation addressing these seven areas of responsibility. Students completing the M.S. in Nutrition and Wellness program with the Health Education concentration may have the opportunity to meet the knowledge and skills appropriate for this credential depending upon the concentration electives chosen and previous coursework in health education.

**Dietetics Practice Verification Statement**

Upon completion of this master degree coursework, including the Dietetic Internship concentration, the student will receive a Dietetics Practice Verification Statement of meeting the curriculum set forth by ACEND of the Academy of Nutrition and Dietetics. This Verification enables the graduate to take the Registered Dietitian examination administered by the Commission on Dietetics Registration (CDR). Upon receipt of a passing score, the student meets the eligibility requirements to become a nationally registered and state licensed dietitian.
NTR 521 (2) **Fitness Testing.** Laboratory and field-based testing of selected physiological parameters of the human. Exercise leadership principles and skills are emphasized. Fee: $150.

- Cross-listed from Exercise Physiology (EXPH; elective)

NTR 522 (2) **EKG Lab.** Practice in the measurement and interpretation of the 12-lead EKG: normal, changes with disease, changes with exercise and stress testing. Spring.

Prerequisites: NTR 521 and consent. Fee: $150.

- Cross-listed from EXPH; elective

NTR 530 (4) **Science of Sports Nutrition.** The course examines the metabolic and physiologic basis for macronutrient and micronutrient recommendations during training, competition/performance, and recovery. Includes disease applications and case studies. Prerequisites: physiology, biochemistry, and nutrition courses; acceptance into M.S. in Nutrition and Wellness program.

- Requirement in the Health Education concentration

NTR 542 (4) **Applied Nutrition Physiology.** This class is designed to provide a detailed survey of the literature related to the nutrition and physical activity aspects of Metabolic Syndrome Related Diseases. Students will be expected to have a comprehensive understanding of the epidemiology and scientific basis of Metabolic Syndrome. Detailed discussions will include CVD, diabetes, hypertension, obesity, hyperlipidemia, and systemic inflammation as they relate to nutrition and physical activity.

Pre-requisites: basic nutrition, biochemistry and physiology courses.

- Elective

NTR 560 (4) **Advanced Cardiovascular and Respiratory Physiology.** In depth study of the normal functioning of the cardiovascular and respiratory systems. Emphasis is placed on the acute effects of exercise as well as the adaptations that occur as a result of exercise.

Prerequisite: a physiology course.

- Cross-listed from EXPH; elective

NTR 615 (4) **Medical Nutrition Therapy Advanced Concepts and Outcome Measurement.** Applications of clinical assessment techniques, data gathering methods, care planning, and documentation for patients with complex disease states. Use of waived point of care techniques will be taught and require student demonstration of competence. Critical analysis and application of current issues in the clinical nutrition case arena. Student skill in gathering and applying information from a variety of sources is enhanced. Requirements related to patient confidentiality and professional conduct are emphasized. Transportation is required, as off-campus site is utilized. Prerequisite: credit or concurrent registration in NTR 670.

- Required Dietetic Internship concentration

NTR 619 (3) **Laboratory Ethics & Laboratory Procedures.** A discussion of the various ethical issues and procedures required when testing human subjects in the exercise lab setting. In addition, practical experience in conducting CPX tests with EKG will be covered along with the scientific theories that underlie cardiopulmonary testing and diagnosis for special populations, i.e. congestive heart failure, pulmonary disease, etc. Co-registration in NTR 623 is required. Fee: $150.

- Cross-listed from EXPH; elective

NTR 621 (4) **Obesity: Theory & Practice Applications.** Discussion of the etiology, physiological, pathophysiological, and psychological impacts, and multidisciplinary assessment and treatment modalities of obesity for persons throughout the life cycle.

Prerequisites: NTR 530 or 670 or RD (consent).

- Required foundation course.
NTR 622 (2) Case Studies in Dietetics Seminar. Advanced level application utilizing case study approach for exploration of the Nutrition Care Process and medical nutrition therapy. Prerequisite: NTR 670 or Instructor Consent. 
- Required Dietetic Internship concentration.

NTR 623 (3) Graded Exercise Testing. Consideration of the implication of exercise for persons in rehabilitative programs. Experience in writing and implementing individualized exercise prescriptions, performing stress testing, and understanding the contraindications involved in these actions. Prerequisites: NTR 522 and 619.
- Cross-listed from EXPH; elective

NTR 624 (3) Career Portfolio. This course focuses on professional development, self-evaluation, and goal-setting. Legislative and public policy issues are addressed as they impact dietetics. Students are introduced to the Commission on Dietetics Registration (CDR) Professional Development system. Test taking strategies and sample test questions related to the CDR Registration Exam are introduced to the students. As an outcome of the course, students will develop a professional portfolio, including a plan for life-long learning. Prerequisite: NTR 670 or Instructor Consent.
- Required Dietetic Internship concentration.

NTR 625 (4) Complementary Nutrition Therapies. Scientific examination and discussion of the efficacy of foods, herbs, nutrients, and phytochemicals in various disease conditions, including mechanisms of action, safety issues, bioavailability, and recommendations. Prerequisite: NTR 530 or 621.
- Required foundation course.

NTR 629 (4) Health and Wellness Research Planning. Principles and application of the research process with a focus on community-based research and evaluating outcomes of health educational programs.
- Required foundation course.

NTR 631 (2) Nutrition for Elite Athletes. A case study approach to assess unique needs and nutritional concerns, and design nutrition strategies for training and performance in elite athletes. Incl ergogenic aids. Prereq: NTR 530. elective

NTR 632 (2) Counseling for Disordered Eating in Sports. Use of case studies to focus on the identification of eating disorders, assessment of impact on performance, and nutrition counseling strategies. Prerequisites: NTR 530 or 621 or 670 or RD (by consent). Required Dietetic Internship concentration.

Concentration in Nutrition Entrepreneurship Available Online

Successful completion of the following four courses (16 credits) earns the certificate:

MBA 559 (4) Entrepreneurship. This course deals with new venture management, examining entrepreneurial personalities, managing creativity, and establishing a successful enterprise.

MBA 622 (4) Creativity and Innovation. This course discusses both individual and group methods to enhance innovation in the organization. Theories of creativity are reviewed, but the emphasis is on using technologies to develop new products and processes.

NTR 657 (4) Nutrition Communications through Technologies. This course applies new and emerging technologies for collaboration, communication, and dissemination of nutrition services and innovations. Prerequisite: NTR 621 or RD (by consent).
- Required Nutrition Entrepreneurship and Health Education concentrations.
NTR 658 (4) Venture Planning in Nutrition. This course examines the process of planning a successful launch for a new venture. Students in this class will examine actual business ventures they intend to launch or that they are already operating. Prerequisite: MBA 559; and NTR 621 or RD (by consent).

- Required Nutrition Entrepreneurship concentration.

NTR 633 (2) Advanced Nutrition Topics in Micronutrients. Scientific examination and discussion of the efficacy of select micronutrients, as they relate to specific health concerns, including the nature, bioavailability, mechanisms of action, safety issues, assessment of status, and recommendations in prevention and therapeutic use. Prerequisite: NTR 530 or NTR 621.

- Required foundation course.

NTR 644 (4) Advanced Metabolism: Carbohydrates and Lipids. Scientific examination and application of the nature, role, digestion, absorption and metabolism of carbohydrates and lipids in human health and disease. Prerequisite: NTR 530 or NTR 621.

- Required foundation course.

NTR 647 (2) Advanced Metabolism: Protein. Scientific examination and application of the nature, role, digestion, absorption and metabolism of protein in human health and disease. Prerequisite: NTR 530 or NTR 621

- Required foundation course.


- Cross-listed from EXPH: elective.

NTR 668 (1) DI Clinical Review. In this course, students will complete literature review research and assignments to prepare them for their Clinical Dietetic Internship rotations. Concepts reviewed include medical terminology, laboratory measures, medications, medical tests, physiology, and nutrition intervention approaches. Applications are made to patient care for a wide variety of disease states and medical nutrition therapy interventions. Prerequisite: Completion of DPD and separate acceptance into Dietetic Internship program.

- Required Dietetic Internship concentration.

NTR 670 (1) DI Orientation. Introduction to the practice of dietetics and protocols. Transportation may be required. Prerequisites: completion of DPD and separate acceptance into Dietetic Internship program. Fee: $27.50

- Required Dietetic Internship concentration.

NTR 671 (2) DI Foodservice. The dietetic intern will develop competencies, which will enable him/her to perform the duties and responsibilities necessary to successfully manage a clinical and/or foodservice and a retail foodservice operation. Transportation is required. Prerequisite: NTR 670.

- Required Dietetic Internship concentration.

NTR 672 (1) DI Maternal and Child Nutrition. The dietetic intern will develop his/her competencies and knowledge regarding nutrition education programs for pregnant and postpartum women, pregnant and postpartum teens, infants, children and parents of infant children. Students will conduct supervised practice activities at WIC and HeadStart facilities as part of this course. Transportation is required. Prerequisite: NTR 670.

- Required Dietetic Internship concentration.

NTR 673 (1) DI ENP. The dietetic intern will develop his/her competencies to perform quality, accurate, timely, and ethical nutrition care to participants of these programs, in accordance with established procedures. Further, the intern will gain experience educating program participants, in a group presentation format, and counseling participants, at designated program facilities.
Transportation is required. Prerequisite: NTR 670.

**NTR 674 (1) DI Community.** The goal of the Community Projects course is that intern will gain experience in developing, planning, and implementing nutrition programs in the community settings, including schools. Transportation is required. Prerequisite: NTR 670.

- Required Dietetic Internship concentration.

**NTR 675 (3) DI Clinical.** The goal of this first Clinical Nutrition Therapy course is that the dietetic intern will develop his/her core clinical nutrition skills in an acute care healthcare facility. The intern will gain experience in the assessment, evaluation, and education as it relates to the nutritional needs of patients. The intern will develop skills in all aspects of the Nutrition Care Process. Transportation is required. Prerequisite: NTR 670.

- Required Dietetic Internship concentration.

**NTR 676 (2) DI Clinical (LTC/Sub Acute).** The LTC/Sub Acute course allows interns to further develop skills they acquired in the DI Clinical course. The goal of this course is that the dietetic intern will develop his/her competencies to perform quality, accurate, timely, and ethical nutrition care to residents of intermediate care and retirement living facilities, in accordance with facility, state, and federal guidelines. Further, the dietetic intern will gain experience educating other professionals, and managing clinical activities at a LTC/sub-acute facility. Transportation is required. Prerequisite: NTR 670.

- Required Dietetic Internship concentration.

**NTR 677 (2) DI Nutrition Clinic Management.** The goal of the Community Education course is that the dietetic intern will develop his/her competencies to perform quality, accurate, timely, and ethical nutrition education and counseling of clients via management of The Healthy Table nutrition education center at Benedictine University. The intern will gain experience in the field of community nutrition and group education through experiences at several offsite locations. Further, the dietetic intern will gain experience in project management, and training/ supervising a peer while managing all activities at Healthy Table. Transportation required. Prerequisite: NTR 670.

- Required Dietetic Internship concentration.

**NTR 678 (2) DI Skill and Practice Competence.** This course focuses on guiding students through the process of demonstrating competence in all CADE required Competencies and Learning Outcomes, as well as the competencies for the Public Health and Community Nutrition concentration area for the program. An outcome of the course is a completed competency portfolio that is a graduation requirement for the DI concentration. In addition, test taking strategies and sample test questions related to the CDR Registration Exam are introduced to the students. Prerequisite: concurrent registration or completion of NTR 675 or Instructor Consent. Fee: $27.50.

- Required Dietetic Internship concentration.

**NTR 686 (4) Health Education Internship.** Applied advanced experience in health education. Designed to meet the competencies of the National Commission for Health Education Credentialing, Inc., which serve as the basis of the Certified Health Education Specialists (CHES) Exam. Transportation required; meets at off-campus site. May be repeated for up to 8 hours. Prerequisites: MPH 632, NTR 621, and NTR 694 and nutrition department consent. Only available to students in pursuit of Health Education concentration of the MS in Nutrition and Wellness program.

- Elective.

**NTR 687 (1-12) Professional Practice in Dietetics.** Recognition of completion of an accredited dietetic internship (supervised practice placement) in community education, health care, and management organizations through an organization accredited by the
ACEND of AND (formerly CADE of ADA).
Prerequisites: Awarded only to Registered Dietitians enrolled in the M.S. in Nutrition and Wellness program; evidenced by submission of a notarized copy of CDR RD card to academic advisor within one session/term of start of M.S. in Nutrition and Wellness program. Considered external transfer credit of 1-12 credits; no substitution courses required.
➢ Code for Dietetic Internship transfer credit.

**NTR 688 (2-4) Research Internship.** Practical research applications in planning, data collection, entry, and/or analyses. Transportation may be required. May be repeated for up to 8 hours of credit. Prerequisites: NTR 629 and Nutrition Department consent.
➢ Elective.

**NTR 694 (2) Applied Data Analyses.** Overview of quantitative and qualitative analyses and reporting. Prerequisites: NTR 629 and MPH 511.
➢ Required foundation course.

**NTR 697 (4) Research I.** Students complete a review of current literature and actively participate in research processes, including planning, project implementation, data collection, data entry, and initial data analyses. *Students must take the NTR 697 and 698 sequence in the same calendar year with the same Research Supervisor (Course Instructor) and same cohort of students to meet M.S. in Nutrition and Wellness program research competency requirements for graduation.* Transportation may be required for data collection. Prerequisite: NTR 629. Fee: $160.
➢ Required foundation course.

**NTR 698 (4) Research II.** Students will continue the research process through analyses and interpretation of statistical data and outputs, development of appropriate graphics, and oral and written dissemination of the research results and conclusions. Prerequisites: NTR 697 and NTR 694. Fee: $160.
➢ Required foundation course.
<table>
<thead>
<tr>
<th>NTR Course Offerings</th>
<th>Term (Lisle campus)</th>
<th>2014-2015 Sessions (online)</th>
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<tbody>
<tr>
<td>NTR 521 Fitness Testing</td>
<td>Fall</td>
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<tr>
<td>NTR 522 EKG Lab</td>
<td>Spring</td>
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<tr>
<td>NTR 530 Science of Sports Nutrition</td>
<td>Summer 2014 online</td>
<td>1 (August 2014) &amp; 3 (January 2015)</td>
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<tr>
<td>NTR 542 Applied Nutrition Physiology</td>
<td>Spring</td>
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<tr>
<td>NTR 560 Advanced Cardiovascular &amp; Respiratory Physiology</td>
<td>Fall</td>
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<tr>
<td>NTR 591 Exercise Biochemistry and Metabolism</td>
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<tr>
<td>NTR 595 Nutrition Counseling</td>
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<tr>
<td>NTR 615 Medical Nutrition Therapy Advanced Concepts and Outcome Measurement</td>
<td>Fall</td>
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<tr>
<td>NTR 619 Laboratory Ethics &amp; Laboratory Procedures</td>
<td>Summer</td>
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<tr>
<td>NTR 622 Case Studies in Dietetics Seminar</td>
<td>Winter-Spring</td>
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<td>NTR 623 Graded Exercise Testing</td>
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<td>NTR 624 Career Portfolio</td>
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<tr>
<td>NTR 629 Health and Wellness Research Planning</td>
<td>Fall</td>
<td>4 (March 2015)</td>
</tr>
<tr>
<td>NTR 631 Nutrition for Elite Athletes (online)</td>
<td>Summer 2014 online</td>
<td></td>
</tr>
<tr>
<td>NTR 632 Counseling for Disordered Eating in Sports (blended online/on campus)</td>
<td>Summer 2014 online</td>
<td></td>
</tr>
<tr>
<td>NTR 647 Advanced Metabolism: Protein</td>
<td>Fall</td>
<td>2 (Oct 2016) &amp; 5 (April 2016)</td>
</tr>
<tr>
<td>NTR 657 Nutrition Communications through Technologies</td>
<td>2 (October 2014, 2015, 2016) &amp; 6 (June 2015, 2016)</td>
<td></td>
</tr>
<tr>
<td>NTR 658 Venture Planning in Nutrition</td>
<td>3 (Jan 2014 &amp; 2015 &amp; 2016)</td>
<td></td>
</tr>
<tr>
<td>NTR 662 Advanced Exercise Physiology</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>NTR 664 Special Populations</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>NTR 668 DI Clinical Review</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>NTR 670 DI Orientation</td>
<td>Summer-Fall</td>
<td></td>
</tr>
<tr>
<td>NTR 671-677 Dietetic Internship</td>
<td>Each term</td>
<td></td>
</tr>
<tr>
<td>NTR 678 DI Skill and Practice Competence</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>NTR 685 Fitness Internship</td>
<td>Each term</td>
<td></td>
</tr>
<tr>
<td>NTR 686 Health Education Internship</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>NTR 688 Research Internship</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>NTR 698 Research II</td>
<td>Summer-Fall</td>
<td>1 (August 2015, 2016, 2017) &amp; 4 (Mar 2017)</td>
</tr>
</tbody>
</table>

* schedules are subject to change, accurate as of 9/1/14
<table>
<thead>
<tr>
<th>Select MPH &amp; Business Course Offerings</th>
<th>Term (Lisle campus)</th>
<th>2013-2014 Sessions (online)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH 511 Biostatistics</td>
<td>Fall, Winter, Spring</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 601 Behavioral &amp; Social Aspects of Public Health</td>
<td>Fall, Winter, Summer</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 602 Public Health System</td>
<td>Fall, Spring</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 603 Ethical &amp; Political Issues in P. H.</td>
<td>Winter, Spring</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 604 Epidemiology</td>
<td>Winter</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 605 Environmental Health</td>
<td>Winter, Spring</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 607 Community Health Analysis</td>
<td>Winter, Spring, Summer</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 609 Cultural Context of Health</td>
<td>Fall, Winter</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 610 Health Policy</td>
<td>Winter, Summer</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 611 Public Health Biology</td>
<td>Fall, Spring, Summer</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 632 Public Health Education Methods</td>
<td>Fall, Spring, Summer</td>
<td>2 (Oct), 4 (Mar), 6 (Jun)</td>
</tr>
<tr>
<td>MPH 634 Public Health Education Programs and Skills (CHES)</td>
<td></td>
<td>1 (Aug), 3 (Jan), 5 (Apr)</td>
</tr>
<tr>
<td>MPH 662 Management of Health Services Organizations</td>
<td>Winter, Spring, Summer</td>
<td>Every term</td>
</tr>
<tr>
<td>MPH 664 Marketing of Health Care Services</td>
<td>Winter</td>
<td>1 (Aug), 3 (Jan), 5 (Apr)</td>
</tr>
<tr>
<td>MBA 559 Entrepreneurship</td>
<td></td>
<td>1 (Aug), 3 (Jan), 5 (Apr)</td>
</tr>
<tr>
<td>MBA 622 Creativity and Innovation in Business</td>
<td>2 (Oct), 4 (Mar), 6 (Jun)</td>
<td></td>
</tr>
<tr>
<td>MGMT 552 Leadership</td>
<td></td>
<td>2 (Oct), 4 (Mar), 6 (Jun)</td>
</tr>
</tbody>
</table>

* schedules are subject to change

**Approved Electives**

All electives should be selected in consultation with an academic advisor. All NTR, MPH, MBA, and MGMT courses listed on page 16 of this Handbook are approved by the Director of the M.S. in Nutrition and Wellness as general electives for the Dietetic Internship and Sports Nutrition concentrations.

*Refer to BenULive for the complete course schedule.*
Sample Course Sequences

M.S. Foundation + Dietetic Internship \(^{1,6}\)
On Campus (Lisle) Program (Full-time)

**summer**
NTR 668, DI Clinical Review (1)

**early fall**
NTR 615, MNT Adv Concepts (4)\(^2\)
NTR 670, DI Orientation (1)\(^3\)
MPH 511, Biostatistics [online, OR on campus in fall term]\(^3\) (4)

**Fall**
NTR 629, Health & Wellness Research Plan (4)
NTR 621, Obesity (4)
NTR, Dietetic Internship (1-3)\(^a\)

**winter**
NTR 595, Adv Nutrition Counseling (2)
NTR 644, Adv Metabolism: CHO & Lipids (4)
NTR, Dietetic Internship (2-3)\(^b\)

**spring**
NTR 625, Complementary Nutr Therapies (4)
NTR, Dietetic Internship (2-3)\(^d\)

**winter-spring**
NTR 622, Case Studies in Dietetics (2)
NTR 697, Research I (4)

**summer**
MPH 632, Public Health Education [online] (4)
NTR 694, Applied Data Analyses [online] (2)
NTR, Dietetic Internship (2)\(^e\)
NTR 632, Nutrition Counseling for Disordered Eating (2)

**fall**
NTR 624, Career Portfolio (2)
NTR 633, Adv Nutr Topics in Micronutrients (2)
NTR 647, Adv Metabolism: Protein (2)
NTR 678, Skill and Practice Competence (2)
NTR 698, Research II (4)
NTR, Dietetic Internship (2-3)\(^d\)

Notes:
1. This concentration is by separate application only. You must complete the program at this “full-time” pace until the last term. (Full-time status is 9 credit hours, program completion typical in 16 months)
2. NTR 615 and NTR 670 are taken as an “accelerated early fall” term courses, to be completed in the month prior to the start of the regular fall quarter (i.e., late August through end of September).
3. MPH 511 is available as 8-week online session 1 (starts late August) or register for it in the 1st fall of the program sequence.
4. Dietetic Interns must consult with the Dietetic Internship Director to determine the correct number of NTR DI credits per term on a term-by-term basis. It varies based on site assignment. A minimum of 13 NTR DI credits (all courses 671-677) must be completed.
5. Electives should be selected in consultation with your academic advisor. Refer to checklists for examples of NTR, MPH, and business general electives.
6. All courses in this concentration must be completed with a grade of a “B” or better.
### M.S. Foundation + Health Education

**On Campus (Lisle) Program**

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early fall</td>
<td>NTR 530, Science of Sports Nutr (4) [online]</td>
</tr>
<tr>
<td>fall</td>
<td>NTR 621, Obesity (4)</td>
</tr>
<tr>
<td>winter</td>
<td>NTR 644, Adv Metabolism: CHO &amp; Lipids (4)</td>
</tr>
<tr>
<td>spring</td>
<td>MPH 511, Biostatistics (4)</td>
</tr>
<tr>
<td>summer</td>
<td>NTR 629, Health &amp; Wellness Research Plan (4)</td>
</tr>
<tr>
<td>fall</td>
<td>NTR 629, Health &amp; Wellness Research Plan (4)</td>
</tr>
<tr>
<td></td>
<td>NTR 647, Adv Metabolism: Protein (2)</td>
</tr>
<tr>
<td></td>
<td>MPH Concentration elective (2)</td>
</tr>
<tr>
<td>winter</td>
<td>MPH 609, Cultural Context of Health Care (4)</td>
</tr>
<tr>
<td></td>
<td>MPH Concentration elective (4)</td>
</tr>
<tr>
<td>spring</td>
<td>NTR 625, Complementary Nutrition Therapies (4)</td>
</tr>
<tr>
<td>winter-spring</td>
<td>NTR 697, Research I (4)</td>
</tr>
<tr>
<td>summer</td>
<td>NTR 694, Applied Data Analyses [online] (2)</td>
</tr>
<tr>
<td></td>
<td>NTR 657 Nutrition Communications through Technologies (4) [online]</td>
</tr>
<tr>
<td>Fall</td>
<td>NTR 633, Advanced Nutrition Topics in Micronutrients (2)[online]</td>
</tr>
<tr>
<td></td>
<td>NTR 698, Research II (4)</td>
</tr>
</tbody>
</table>

Notes:

7. Sample sequence is outlined as a 28-months program. You may complete the program at a faster or slower pace. (The schedule is tentative; terms of offering are subject to change annually.)

8. Annually check sequencing of MPH courses, but note that some of the MPH courses can be taken online, thus in other terms. Electives should be selected in consultation with your academic advisor. Due to the capstone nature of the project in MPH 607 (concentration elective), this course should be taken later in the program if chosen as an elective. If RD, would only be required to take one of the four MPH concentration electives.

9. Those with RD credentials or advanced nutrition coursework prior to entry can take NTR 530 later in the sequence if preferred (e.g., summer).
M.S. Foundation + Health Education

On Campus (Lisle) Program (Full-time)

Early fall start [August start]
NTR 530, Science of Sports Nutr (4) [online]
MPH 511, Biostatistics (4) [online]

fall
NTR 621, Obesity (4)
NTR 629, Health & Wellness Research Plan (4)

winter
NTR 644, Adv Metabolism: CHO & Lipids (4)

spring
NTR 625, Comple Nutrition Therapies (4)
MPH 632, Health Education (4)

winter-spring
NTR 697, Research I (4)

summer
NTR 694, Applied Data Analyses [online] (2)
MPH Concentration Communications elective (4) [online]
NTR 657 Nutrition Communications Through Technologies (4) [online]

fall
MPH 609, Cultural Context of Health Care (4)
NTR 633, Advanced Nutrition Topics in Micronutrients (2)
NTR 647, Adv Metabolism: Protein (2)
NTR 698, Research II (4)

winter
MPH Concentration elective (4)

MPH Concentration elective (4)

MPH Concentration elective (4) or in spring

Notes:
10. Sample sequence is outlined as a more accelerated full-time 19-22-months program; for those with RD credential, this full-time program would take 15-16 months. You may complete the program at a faster or slower pace. (The schedule is tentative; terms of offering are subject to change annually.)

11. Annually check sequencing of MPH courses, but note that some of the MPH courses can be taken online, thus in other terms. Electives should be selected in consultation with your academic advisor. Due to the capstone nature of the project in MPH 607 (concentration elective), this course should be taken later in the program if chosen as an elective. If RD, would only be required to take one of the four MPH concentration electives.
Student Handbook

The university Student Handbook describes campus services, offices, policies, and procedures. This Handbook is available online: http://www.ben.edu/student_life/loader.cfm?csModule=security/getfile&PageID=28573 or on campus at the Student Success Center (Krasa Center, room 012).

Advising of Prospective Students

Prospective students interested in the on campus (Lisle) M.S. in Nutrition and Wellness program should contact the university Enrollment Center at (630) 829-6300.

Prospective students interested in the online M.S. in Nutrition and Wellness program should contact the Deltak Admissions Team at (866) 295-3104.

Academic Advising

Once admitted, all students are encouraged to consult with their Academic Advisor at the start of the program, then as needed. Current program Checklists can be found in this Guide. Students should use the Checklist to track progress towards degree completion. It is the responsibility of the student to seek academic assistance and advice. Each graduate student is assigned an Academic Advisor.

On Campus (Lisle) Program

Full-time on campus students are encouraged to submit a complete written course plan to his/her advisor, who can provide feedback as to feasibility of the plan.

Ms. Julie Moreschi, the Dietetic Internship Director, is the advisor of students “matched” to the on campus Dietetic Internship concentration of the M.S. in Nutrition and Wellness. Upon program initiation, students in this concentration will receive a guide of policies and procedures relating to the Dietetic Internship. Contact the Dietetic Internship Director by e-mail at jmoreschi@ben.edu or by phone (630) 829-6548.

Dr. Karen Plawecki serves as the advisor of students in the on campus (not online) M.S. in Nutrition and Wellness program who are not dietetic interns. Contact her via e-mail at kplawecki@ben.edu or by phone (630) 829-1145.

The Nutrition Department office suite is located on the 2nd floor of Kindlon Hall of Learning in room KN-224.

Online Program

The Curriculum Planner serves as an outline to guide the students enrolled in our online program. Current program Checklists can be found in this Guide.

The Curriculum Planner may be updated during program and students are responsible for checking and updating their planners based on the most current updates.

Your admissions letter will inform you as to the name and contact information for your advisor. At this time Coreen Mogavero serves as Program Coordinator to students in the online M.S. in Nutrition and Wellness. A Program Coordinator will help each student enroll for his/her first term. Thereafter, students self-register for each term after. As needed, students can use the self-registration system to withdraw from a course and add a new course. A student will be provided a copy of a suggested course sequence. His/her program advisor is available to answer questions.
Responsibility to One’s Education

A statement of student accountability is found in the Student Handbook: To ensure a comprehensive and authentic education, the student is responsible for planning his/her academic program and progress, and for evidencing academic performance with honesty and integrity. Intended learning cannot be evidenced if one misrepresents the work of others as his/her own. While the University encourages students to assist one another (e.g. tutoring; group projects), the student is accountable for work submitted to meet his/her requirements. Faculty members and advisors are available to assist the student in program planning and in academic achievement. The student has accountability for meeting course, degree and graduation requirements.


Course Registration

The most up-to-date information is in the PeopleSoft live registration system. Features of MyBenU include:
- Enroll in a course
- View address/e-mail information
- View grades
- View class schedule
- View transfer credit report
- View unofficial transcript
- Registration procedures

And a few other additional features.

Registration procedures and links to registration forms are online at:

Students should consider registering for courses well in advance of the course start. Due to the case study problem solving and discussion orientation in many nutrition courses, enrollment is limited in these courses to approximately 20 students.

Course Withdrawal

All course drops (withdrawals) must be done using MyBenU or in person at Enrollment Services (Ben Central).

Simply failing to attend class or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of "F."

Students who do not officially drop a course in writing will be financially responsible for the entire cost of the course.

Recipients of Federal financial aid who officially withdraw from the university will be subject to Federal Title IV refund guidelines.

Students who are expelled or suspended from the University during the course of an academic term are responsible for all financial obligations.

On Campus (Lisle) Program

Students wishing to withdraw from a class must submit the proper paperwork to Benedictine Central or use MyBenU by logging into BenU Connect at https://webvpn.ben.edu/+CSCOE+/logon.html.

Students have until the day prior to the second day of class to drop the class. Students who withdraw on or after the second class [and prior to the last day to withdraw] will receive a "W" on both the grade report and transcript.

Students may not withdraw from a course after the last day to withdraw [which is 80 percent through the course]. Simply failing to attend class or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of "F."
Following a course withdrawal, the refund policy for on campus courses is as follows is outlined online at: [http://www.ben.edu/campus_resources/studentaccounts/withdrawal-and-refund-policy.cfm](http://www.ben.edu/campus_resources/studentaccounts/withdrawal-and-refund-policy.cfm).

### Online Program

The withdrawal and refund policy for students enrolled in an online course is as follows:

- **100% tuition reimbursement and no ‘W’ on transcripts** student must drop by the 1st Thursday of the 1st week of class.
- **50% tuition reimbursement and a ‘W’ on transcript** student must drop by the 1st Sunday of the 2nd week of class.
- **0% tuition reimbursement and a ‘W’ on transcript** student can drop between the 2nd Monday of 2nd week through last day of class.

### Academic Assistance

If you need academic assistance, do not hesitate or wait! If the problem relates to a course, immediately discuss the problem or situation with your instructor. Contact information for your instructor can be found on your syllabus. If the problem is not satisfactorily resolved or is related to major or graduation requirements, consult your Academic Advisor (and refer to Resolution of Conflict Procedures).

### Accommodations

All students are expected to fulfill essential course requirements. The University will not waive any essential skill or requirement of course/degree program.

If you have a documented learning, psychological or physical disability, you may be eligible for reasonable academic accommodations or services. On campus students should contact the Student Success Center, 012 Krasa Student Center, 630-829-6512 if an accommodations or services are needed.

A student whose religious obligation conflicts with a course requirement may request an academic accommodation from the instructor. Students must make such requests in writing by the end of the first week of the class. Upon receiving such a request, the instructor will offer reasonable academic accommodations, whenever feasible, and communicate this to the student. However, the course requirements listed in the syllabus remain in effect if accommodations cannot be offered.

### Academic Performance

#### Academic Honesty Policy

The University’s Academic Honesty Policy is at [http://www.ben.edu/academic_programs/ahp.cfm](http://www.ben.edu/academic_programs/ahp.cfm) and students are expected to read it.

#### Course Absence Policy

Guidelines on attendance are found in course syllabi. Note that attendance and class participation are not the same! It is the student’s responsibility to read and abide by syllabus policies regarding attendance. Most instructors in the program deduct points for absenteeism and/or lack of participation.

During the term, students are encouraged to notify instructors of individual circumstances that may negatively impact their enrollment status: health, family emergencies and University business.

### GPA Requirement

Students must maintain a 3.0/4.0 or higher grade point average. No more than 12 quarter credits below a “B” will be accepted for credit in the M.S. in Nutrition and Wellness degree program. Policies regarding probation and dismissal are in the Student Handbook. All foundation courses require a grade of a “B” or
higher to apply towards graduation requirements. All concentration coursework below “C” must be repeated for the course to apply towards graduation requirements. Only courses repeated at Benedictine University are authorized repetitions.

**Special Dietetic Internship Concentration Requirements**

All courses in the Dietetic Internship (DI) concentration require a grade of a “B” or better to apply towards graduation. Students who do not earn at least a grade of a “B” in any NTR 670-677 internship rotations must register for one or more additional credit(s) and repeat that rotation at a site selected at the discretion of the DI Director. Dietetic interns must abide by the policies and procedures set forth in the Dietetic Internship General Information Packet, distributed during the Dietetic Internship orientation.

Completion of the M.S. in Nutrition and Wellness Foundation and designated Dietetic Internship Core courses and practice experience [i.e., NTR 670-677] must be completed prior to receipt of the ACEND of AND Practice (Dietetic Internship) Verification Statement.

**Pre-Class Assignments**

It is the student’s responsibility to obtain information from the University web site for course dates, class locations and course syllabi before the start of each course. Since a few M.S. and many MPH courses require a pre-class assignment due in the first class, it is essential to obtain your web syllabus to complete any pre-class assignment.

**Format of References**

The M.S. in Nutrition and Wellness program requires the Journal of the Academy of Nutrition and Dietetics (JAND) or JAMA format of referencing in all assignments and thesis.

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**Emergency Class Cancellations**

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes may be cancelled and/or online discussions postponed. Check course website for updates.

**On Campus (Lisle) Courses**

The University will post information at: [http://www.emergencyclosingcenter.com/complete.html](http://www.emergencyclosingcenter.com/complete.html). Decisions to cancel day classes are made by 6 a.m., while decisions to cancel evening classes are normally made by 3 p.m.

In cases of inclement weather, you may telephone Public Safety at (630) 829-6122. The University will also notify the following radio and television stations with Emergency Closing information.

**Radio Stations:**
- WMAQ AM 670
- WGN AM 720
- WBBM AM 780
- WBBM AM 780

**TV Stations:**
- CBS
- CLTV
- FOX
- NBC
- WGN

Canceled classes may need to be rescheduled, depending upon the nature of the learning that was missed. The faculty member will confer with the department chairperson as needed about alternative meeting times (sometimes established by administrative areas in the University).

**Financial Aid, Scholarships, and Loans**

Many opportunities exist for nutrition students in need of financial assistance. Grants, low interest bank loans, or scholarships may be available from the government, corporations, community or civic groups, philanthropic and religious organizations, and our University. Visit: [http://www.ben.edu/financial-aid/grad.cfm](http://www.ben.edu/financial-aid/grad.cfm) and directly contact a Financial Aid representative. A student should always ask,
Graduation Application

Students applying for graduation must complete the application by the deadlines published annually in the University master calendar. It is recommended that students submit graduation applications prior to projected completion of your degree. On campus students should submit paperwork two terms prior to completion of degree requirements. Online students are encouraged to submit paperwork four courses prior to degree completion.

The completed application for graduation form and processing fee should be submitted to Student Accounts. Application forms are available: https://www.ben.edu/commencement/steps-graduation.cfm.

All students in the M.S. in Nutrition and Wellness program must fulfill the following requirements prior to graduation:

1. Successful completion of the quarter credit hours specified by the M.S. Curriculum.
2. A minimum cumulative grade point average of 3.0 of 4.0.
3. Courses designated as foundation courses, as identified in the catalog and/or asterisked in the attached Curriculum Planner, require a grade of a ‘B’ or higher to apply toward graduation/certificate requirements.
4. All concentration coursework that will be applied toward graduation must be completed with a grade of C or higher. Courses earning below a C must be repeated for the course to apply towards graduation and/or certificate requirements.
5. Special Dietetic Internship Concentration requirements:
   - Dietetic Internship concentration courses must have a grade of a “B” or higher.
   - All dietetic internship rotations must have a “B” or better
   - Completion of program within 30 months of start of NTR 689 enrollment.
6. Completion of all course work within six years of the date of initial enrollment.
7. Completion of the Application for Graduation, declaring degree(s), concentrations and certificates, with application fee.
8. Payment of all tuition and fees.

Resolution of Conflict Procedures

The Student Handbook and Graduate Catalog describes the academic appeals and academic honesty policies, the procedures for a grade appeal, and conflict resolution (grievance) policies and procedures. These apply to the on campus and online programs.

Dietetic Internship: Special Information

If the university is unable to resolve the problem, please realize that it is your right to contact Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). ACEND will review complaints that relate to program’s compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting the Accreditation Team at the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Ste. 2000, Chicago, IL 60606-6995, (312) 899-0040.
Timeline for Completion

Students normally have six years to complete the master degree program at Benedictine University. Students who do not plan to attend the university for a particular term should file a Leave of Absence - particularly important to maintain financial assistance. Make certain to review information in the graduate catalog! Information about loan deferment is online at: http://www.ben.edu/current_students/enrollment/loan-deferment.cfm.

Students enrolled in the Benedictine University combined master degree/Dietetic Internship (DI) concentration programs should plan to complete their program within 16 to 19 months. In consultation with the Dietetic Internship Director, an extended course schedule may be created (refer to DI policies). However, the entire program of courses and dietetic internship must be completed within a maximum of 30 months time from the start of the dietetic internship practice experience (i.e., enrollment in NTR 670-677), as delineated by the University Dietetic Internship policy.

Students need to be aware that a Practice Verification Statement will not be awarded until a student has satisfactorily completed the entire program (i.e., dietetic internship and master degree requirements). Thus, if a student delays completion of the master degree, he/she also is delaying his/her eligibility to sit for the registry exam to become a registered dietitian.

Updating Contact Information

Update your contact information by printing, completing, and submitting the form to Benedictine Central: http://www1.ben.edu/forms/change_of_student_information_form.pdf

For more information about the Benedictine University undergraduate Nutrition Program (Didactic Program in Dietetics), Master of Science in Nutrition and Wellness, and Dietetic Internship program, visit our web site at: http://www.ben.edu/nutrition.