

Master of Science in Nutrition and Wellness

2016- 2017 Guide



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College of Education and Health Services
Nutrition Department
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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. Sites are located throughout the Chicagoland area. 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. The programs will prepare future Registered Dietitian Nutritionists, health educators, community nutritionists, 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. Plan and design nutrition and wellness education or training programs for individuals or groups.
3. Plan, conduct evaluation and outcomes-based research.
4. 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 courses (NTR 695-698), 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.

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 may be given to applicants who have earned a B.A. degree AND who have completed all the pre-requisite courses listed in following section prior to application. There is no guarantee of future admit to those completing pre-requisite courses at Benedictine University or 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 semester 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)

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, either online

<https://www.applyweb.com/benuniv/index.ftl> or form at

http://www.ben.edu/admissions/upload/GradLisleMain_2015-16.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 3.000/4.0 is a required GPA for acceptance into the M.S. in Nutrition and Wellness program. This is because a 3.000/4.0 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 program 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/>. A list of additional independent and nonprofit agencies that validate academic degree as equivalent to the bachelor's or master's degree conferred by a U.S. regionally-accredited college or university can be found at <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485499>
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. \$40.00 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 Nutrition Entrepreneurship 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 graduate nutrition 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 3.000/4.0.

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 3.000/4.0 in order to receive a certificate upon completion of coursework.

Application Forms are available online: http://www.ben.edu/admissions/upload/GradLisleMain_2015-16.pdf. Applications can also be submitted directly online at <https://www.applyweb.com/benuniv/index.ftl>

Admission for Student At-Large Status (SAL) in the M.S. in Nutrition and Wellness program – Lisle campus only

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:

1. Complete and submit the graduate Certificate/SAL application. <http://www.ben.edu/admissions/applications.cfm>
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 3.000/4.0.

3. GRE scores, which meet or exceed program requirements.
4. \$40.00 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.

Admission to Dual Degree Programs

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.

Enrollment Contact Information

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 send 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 Dietetic (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)

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 8 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 or acceptance into the Master of Science (M.S.) in Nutrition and Wellness 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 on-line application(s) using DICAS must be *completed* no later than 11:59 p.m. Central Time on the application due date of February 15, 2017. In 2016, the associated fees for DICAS were \$45 for the first program the student is applying to, and \$20 for each additional program for which the student wishes to apply.

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 \$55 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 3, 2017). 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 4, 2017).

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, 2016):

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’ or 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 August 8, 2016.

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.eatrightacend.org/ACEND/content.aspx?id=6442485432>

The Computer Matching Policies and Procedures are posted online at:
<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425>.

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

Information about the Dietetic Internship Centralized Application System (DICAS) process:
<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485428>

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 graduate 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 581 (cross-listed as NUTR 390), NTR 585 (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 better 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. And 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 7th week of the first course. For the on campus 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)

NTR 539 (4) Health and Wellness Research
NTR 581 (4) Obesity: Theory and Practice Applications
NTR 585 (4) Complementary Nutrition Therapies
MPH 632 (4) Public Health Education Methods
NTR 633 (2) Advanced Nutrition Topics in Micronutrients
NTR 644 (4) Adv Metabolism: Carbohydrates and Lipids
NTR 647 (2) Adv Metabolism: Protein Applied Research (10):

On campus students complete the following three courses:

- NTR elective (2) from approved list
- NTR 697 (4) Research I
- NTR 698 (4) Research II

Online students complete the following three Applied Research courses (in place of 697, 698):

- NTR 693 (4) Data Analysis
 - NTR 695 (4) Applied Research
 - NTR 696 (2) Research Communications
- MPH 511 (4) Bio Statistics

Concentration: Health Education (26)

Required Concentration Courses (12):

NTR 530 (4) Science of Sports Nutrition
MPH 609 (4) Cultural Context of Health Care
NTR 557 (4) Nutr. Comm. 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 561 (4) Maternal and Child Nutrition**
- NTR 563 (4) Nutrition in Aging**
- NTR 564 (4) Nutrition Health Policy**

- NTR 640 (4) Community Engagement**
- 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.***

*** Courses fulfill the Community Nutrition Engagement certificate*

Concentration: Nutrition Entrepreneurship (26)

Required Concentration Courses (18):

MBA 559 (4) Entrepreneurship
MBA 622 (4) Creativity & Innovation in Business
MGMT 552 (2) Leadership
NTR 557 (4) Nutr. Comm. 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
- MGMT 634 (4) Strategy, Structure & Decision Making

Concentration: Dietetic Internship (26)

NTR 515 (4) MNT Advanced Concepts and Outcome Measurement
NTR 523 (2) Current Issues in Dietetics Seminar
NTR 524 (2) Portfolio and Professional Issues
NTR 532 (2) Counseling for Disordered Eating
NTR 568 (1) DI Clinical Review
NTR 570 (1) DI Orientation
NTR 571 (2) DI Foodservice
NTR 572 (1) DI Maternal and Child Nutrition

NTR 573 (1) DI ENP
NTR 574 (1) DI Community
NTR 575 (3) DI Clinical
NTR 576 (2) DI LTC/Sub Acute
NTR 577 (2) DI Nutrition Clinic Management
NTR 578 (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.

**BENEDICTINE UNIVERSITY CHECKLIST FOR
MASTER OF SCIENCE IN NUTRITION AND WELLNESS**
2016 - 2017 Academic Year - **on campus (Lisle) program**

DATE _____
TERM OF ENTRY _____

NAME _____ PHONE NUMBER(S) _____

BU ID# _____ ADVISOR _____

GRADUATION REQUIREMENT: Students must submit a total of 64 quarter credit hours with a minimum G.P.A. of 3.000 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:

School	Term	Grade	Course Number and Name
_____	_____	_____	Basic Nutrition (____) _____
_____	_____	_____	Biology (____) _____
_____	_____	_____	Physiology (____) _____
_____	_____	_____	Biochemistry (____) _____

EXTERNAL TRANSFER CREDIT AS USA CDR RD _____ NTR 687 (1-12) Professional Practice in Dietetics

FOUNDATION COURSES (38 QUARTER HOURS)¹

Term	Grade	Course Number and Name
_____	_____	MPH 511 (4) Biostatistics
_____	_____	NTR 539 (4) Health & Wellness Res Planning
_____	_____	NTR 581 (4) Obesity: Theory & Practice App
_____	_____	NTR 585 (4) Complementary Nutrition Therapies
_____	_____	MPH 632 (4) Public Health Education
_____	_____	NTR 633 (2) Adv Nutr Topics in Micronutrients
_____	_____	NTR 644 (4) Advanced Metabolism: Carbohydrates and Lipids
_____	_____	NTR 647 (2) Adv Metabolism: Protein
_____	_____	NTR elective (2) from approved list
_____	_____	NTR 697 (4) Research I
_____	_____	NTR 698 (4) Research II

Electives (14) - select from among the following courses:

_____	_____	MPH 601 (4) Beh 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 Ed Program & Skills
_____	_____	MPH 664 (4) Marketing of Public Health
_____	_____	NTR 561 (4) Maternal and Child Nutrition
_____	_____	NTR 563 (4) Nutrition in Aging
_____	_____	NTR 564 (4) Nutrition Health Policy
_____	_____	NTR 640 (4) Community Engagement
_____	_____	NTR 686 (4) Health Education Internship
_____	_____	MGMT 552 (2) Leadership
_____	_____	MGMT 579 (2) Training

Notes:

- 1: Select one Concentration in addition to MS Foundation courses
- 2: For external transfer credit as RD, student must submit a notarized copy of USA CDR RD/RDN card to academic advisor within one session/term of start of M.S. in Nutrition and Wellness program up to transfer **up to** 12 credits is awarded towards **electives** for Professional Practice in Dietetics.
- 3: Admission to Dietetic Internship Concentration is by separate application process. Interested prospective students must have a DPD Verification

CONCENTRATION: DIETETIC INTERNSHIP (26)²

Term	Grade	Course Number and Name
_____	_____	NTR 515 (4) MNT Advanced Concepts and Outcomes Measurement
_____	_____	NTR 523 (2) Current Issues in Dietetics Seminar
_____	_____	NTR 524 (2) Portfolio and Professional Issues
_____	_____	NTR 532 (2) Counseling for Disordered Eating
_____	_____	NTR 568 (1) DI Clinical Review
_____	_____	NTR 570 (1) DI Orientation
_____	_____	NTR 571 (2) DI Foodservice
_____	_____	NTR 572 (1) DI Maternal and Child Nutrition
_____	_____	NTR 573 (1) DI ENP
_____	_____	NTR 574 (1) DI Community
_____	_____	NTR 575 (3) DI Clinical
_____	_____	NTR 576 (2) DI LTC/Sub Acute
_____	_____	NTR 577 (2) DI Nutrition Clinic Management
_____	_____	NTR 578 (2) DI Skill and Practice Competence

CONCENTRATION: HEALTH EDUCATION (26)

Term	Grade	Course Number and Name
_____	_____	NTR 530 (4) Science of Sports Nutrition
_____	_____	MPH 609 (4) Cultural Context of Health
_____	_____	NTR 557 (4) Nutr. Comm. through Technology

**BENEDICTINE UNIVERSITY CHECKLIST FOR
MASTER OF SCIENCE IN NUTRITION AND WELLNESS**
2016 - 2017 Academic Year - **online program**

DATE _____
TERM OF ENTRY _____

NAME _____ PHONE NUMBER(S) _____

BU ID# _____ ADVISOR _____

GRADUATION REQUIREMENT: Students must submit a total of 64 quarter credit hours with a minimum G.P.A. of 3.000 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:

School	Term	Grade	Course Number and Name
_____	_____	_____	Basic Nutrition (____)
_____	_____	_____	Biology (____)
_____	_____	_____	Physiology (____)
_____	_____	_____	Biochemistry (____)

EXTERNAL TRANSFER CREDIT AS USA CDR RD _____ NTR 687 (1-12) Professional Practice in Dietetics

FOUNDATION COURSES (38 QUARTER HOURS)¹

Term	Grade	Course Number and Name
_____	_____	MPH 511 (4) Biostatistics
_____	_____	NTR 539 (4) Health & Wellness Res Planning
_____	_____	NTR 581 (4) Obesity: Theory & Practice App
_____	_____	NTR 585 (4) Complementary Nutrition Therapies
_____	_____	MPH 632 (4) Public Health Education
_____	_____	NTR 633 (2) Adv. Nutr. Topics in Micronutrients
_____	_____	NTR 644 (4) Advanced Metabolism: Carbohydrates and Lipids
_____	_____	NTR 647 (2) Adv. Metabolism: Protein
_____	_____	NTR 693 (4) Data Analysis
_____	_____	NTR 695 (4) Applied Research
_____	_____	NTR 696 (2) Research Communications

CONCENTRATION: NUTRITION ENTREPRENEURSHIP (26)

Term	Grade	Course Number and Name
_____	_____	MBA 559 (4) Entrepreneurship
_____	_____	MBA 622 (4) Creativity & Innovation in Business
_____	_____	MGMT 552 (2) Leadership
_____	_____	NTR 557 (4) Nutr. Comm. Through Technology
_____	_____	NTR 658 (4) Venture Planning in Nutrition

Electives (8) - 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) Mgmt of Health Services Org.
_____	_____	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 Strat 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 Dev Overview
_____	_____	MGMT 581 (2) Team Building
_____	_____	MGMT 634 (4) Strategy, Structure & Decision Making

CONCENTRATION: HEALTH EDUCATION (26)

Term	Grade	Course Number and Name
_____	_____	NTR 530 (4) Science of Sports Nutrition
_____	_____	MPH 609 (4) Cultural Context of Health
_____	_____	NTR 557 (4) Nutr. Comm. through Technology

Electives (14) - select from among the following courses:

_____	_____	MPH 601 (4) Beh 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 Ed. Program & Skills
_____	_____	MGMT 552 (2) Leadership
_____	_____	MGMT 579 (2) Training and Dev Overview
_____	_____	NTR 561 (4) Maternal and Child Nutrition
_____	_____	NTR 563 (4) Nutrition in Aging
_____	_____	NTR 564 (4) Nutrition Health Policy
_____	_____	NTR 640 (4) Community Engagement

NOTE: Select one Concentration in addition to the M.S. Foundation courses.

For external transfer credit as RD, student must submit a notarized copy of USA CDR RD/RDN card to academic advisor within one session/term of start of M.S. in Nutrition and Wellness program up to transfer up to 12 credits is awarded towards electives for Professional Practice in Dietetics.

M.S. in Nutrition and Wellness/M.P.H. Dual Degree Curriculum

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 632 (4) Public Health Education Methods
MPH 662 (4) Mgmt. of Health Services Org.
NTR 539 (4) Health and Wellness Research Plan.
NTR 581 (4) Obesity: Theory and Practice App.
NTR 585 (4) Complementary Nutrition Therapies
NTR 633 (2) Adv. Nutrition Topics in Micronutrients
NTR 644 (4) Advanced Metabolism: Carbohydrates and Lipids
NTR 647 (2) Advanced Metabolism: Protein

On campus student complete:

NTR elective (2) from approved list

NTR 697 (4) Research I

NTR 698 (4) Research II

Online students complete:

NTR 693 (4) Data Analysis

NTR 695 (4) Applied Research

NTR 696 (2) Research Communications

MPH 690 (6) Internship and Capstone in Public Health

Health Education Concentration (12)

NTR 530 (4) Science of Sports Nutrition

NTR 557 (4) Nutr. Comm. through Technology

MPH or NTR electives (4)

Nutrition Entrepreneurship Concentration (18)

MBA 559 (4) Entrepreneurship

NTR 557 (4) Nutr. Comm. through Technology

MBA 622 (4) Creativity & Innovation in Business

NTR 658 (4) Venture Planning in Nutrition

MGMT 552 (2) Leadership

Dietetic Internship Concentration (26) (on campus only)

NTR 515 (4) MNT Advanced Concepts and Outcome Measurement

NTR 523 (2) Current Issues in Dietetics Seminar

NTR 524 (2) Portfolio and Professional Issues

NTR 532 (2) Counseling for Disordered Eating

NTR 568 (1) DI Clinical Review

NTR 570 (1) DI Orientation

NTR 571 (2) DI Foodservice

NTR 572 (1) DI Maternal and Child Nutrition

NTR 573 (1) DI ENP

NTR 574 (1) DI Community

NTR 575 (3) DI Clinical

NTR 576 (2) DI LTC/SubAcute

NTR 577 (2) DI Nutrition Clinic Management

NTR 578 (2) DI Skills and Practice Competence

**BENEDICTINE UNIVERSITY CHECKLIST FOR
M.S. IN NUTRITION AND WELLNESS/MASTER OF PUBLIC HEALTH DUAL DEGREE
2016 - 2017 Academic Year – on campus (Lisle) program**

DATE _____
TERM OF ENTRY _____

NAME _____ PHONE NUMBER(S) _____
BU ID# _____ ADVISOR _____

GRADUATION REQUIREMENT: Students must submit a total of at least 96 quarter credit hours with a minimum G.P.A. of 3.000 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:

School	Term	Grade	Course Number and Name
_____	_____	_____	Basic Nutrition (____) _____
_____	_____	_____	Biology (____) _____
_____	_____	_____	Physiology (____) _____
_____	_____	_____	Biochemistry (____) _____

EXTERNAL TRANSFER CREDIT AS USA CDR RD _____ NTR 687 (1-12) Professional Practice in Dietetics

FOUNDATION COURSES (78 QUARTER HOURS)¹

Term	Grade	Course Number and Name
_____	_____	MPH 511 (4) Biostatistics
_____	_____	MPH 601 (4) Beh Aspects of Public Health
_____	_____	MPH 602 (4) Public Health System
_____	_____	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 632 (4) Public Health Education Methods
_____	_____	MPH 662 (4) Mgmt of Health Services Org
_____	_____	NTR 539 (4) Health & Wellness Res Planning
_____	_____	NTR 581 (4) Obesity: Theory & Practice App
_____	_____	NTR 585 (4) Complementary Nutrition Therapies
_____	_____	NTR 633 (2) Adv. Nutr. Topics in Micronutrients
_____	_____	NTR 644 (4) Advanced Metabolism: Carbohydrates and Lipids
_____	_____	NTR 647 (2) Adv. Metabolism: Protein
_____	_____	NTR elective (2) from approved list
_____	_____	NTR 697 (4) Research I
_____	_____	NTR 698 (4) Research II

MPH INTERNSHIP AND CAPSTONE (6)

_____	_____	MPH 690 (6) Internship and Capstone in Public Health
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CONCENTRATION: HEALTH EDUCATION (12)

Term	Grade	Course Number and Name
_____	_____	NTR 530 (4) Science of Sports Nutrition

_____ NTR 657 (4) Nutr. Comm. through Technology
Electives (4) - select from among the MPH or NTR courses:
_____ (____) elective _____
_____ (____) elective _____
_____ (____) elective _____

CONCENTRATION: NUTRITION ENTREPRENEURSHIP (18)

Term	Grade	Course Number and Name
_____	_____	MBA 559 (4) Entrepreneurship
_____	_____	NTR 557 (4) Nutr. Comm. Through Technology
_____	_____	MBA 622 (4) Creativity & Innovation in Business
_____	_____	NTR 658 (4) Venture Planning in Nutrition
_____	_____	MGMT 552 (2) Leadership

CONCENTRATION: DIETETIC INTERNSHIP (26)²

Term	Grade	Course Number and Name
_____	_____	NTR 515 (4) MNT Advanced Concepts and Outcomes Measurement
_____	_____	NTR 523 (2) Current Issues in Dietetics Seminar
_____	_____	NTR 524 (2) Portfolio and Professional Issues
_____	_____	NTR 532 (2) Counseling for Disordered Eating
_____	_____	NTR 568 (1) DI Clinical Review
_____	_____	NTR 570 (1) DI Orientation
_____	_____	NTR 571 (2) DI Foodservice
_____	_____	NTR 572 (1) DI Maternal and Child Nutrition
_____	_____	NTR 573 (1) DI ENP
_____	_____	NTR 574 (1) DI Community
_____	_____	NTR 575 (3) DI Clinical
_____	_____	NTR 576 (2) DI LTC/Sub Acute
_____	_____	NTR 577 (2) DI Nutrition Clinic Management
_____	_____	NTR 578 (2) DI Skill and Practice Competence

NOTES:

- Select one Concentration in addition to the M.S./M.P.H.. Foundation courses.
- 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.

For external transfer credit as RD, student must submit a notarized copy of USA CDR RD/RDN card to academic advisor within one session/term of start of M.S. in Nutrition and Wellness program up to transfer up to 12 credits is awarded towards electives for Professional Practice in Dietetics.

**BENEDICTINE UNIVERSITY CHECKLIST FOR
M.S. IN NUTRITION AND WELLNESS/MASTER OF PUBLIC HEALTH DUAL DEGREE**
2016 - 2017 Academic Year – on line program

DATE _____
TERM OF ENTRY _____

NAME _____ PHONE NUMBER(S) _____
BU ID# _____ ADVISOR _____

GRADUATION REQUIREMENT: Students must submit a total of at least 96 quarter credit hours with a minimum G.P.A. of 3.000 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:

School	Term	Grade	Course Number and Name
_____	_____	_____	Basic Nutrition (____) _____
_____	_____	_____	Biology (____) _____
_____	_____	_____	Physiology (____) _____
_____	_____	_____	Biochemistry (____) _____

EXTERNAL TRANSFER CREDIT AS USA CDR RD _____ NTR 687 (1-12) Professional Practice in Dietetics

FOUNDATION COURSES (78 QUARTER HOURS)¹

Term	Grade	Course Number and Name
_____	_____	MPH 511 (4) Biostatistics
_____	_____	MPH 601 (4) Beh Aspects of Public Health
_____	_____	MPH 602 (4) Public Health System
_____	_____	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 632 (4) Public Health Education Methods
_____	_____	MPH 662 (4) Mgmt of Health Services Org
_____	_____	NTR 539 (4) Health & Wellness Res Planning
_____	_____	NTR 581 (4) Obesity: Theory & Practice App
_____	_____	NTR 585 (4) Complementary Nutrition Therapies
_____	_____	NTR 633 (2) Advanced Nutrition Topics in Micronutrients
_____	_____	NTR 644 (4) Adv. Metabolism: Carbohydrates and Lipids
_____	_____	NTR 647 (2) Adv. Metabolism: Protein
_____	_____	NTR 693 (4) Data Analysis
_____	_____	NTR 695 (4) Applied Research
_____	_____	NTR 696 (2) Research Communications

MPH INTERNSHIP AND CAPSTONE (6)

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

CONCENTRATION: HEALTH EDUCATION (12)

Term	Grade	Course Number and Name
_____	_____	NTR 530 (4) Science of Sports Nutrition
_____	_____	NTR 557 (4) Nutr. Comm. through Technology
Electives (4) - select from among the MPH or NTR courses:		
_____	_____	(____) elective _____
_____	_____	(____) elective _____
_____	_____	(____) elective _____

CONCENTRATION: NUTRITION ENTREPRENEURSHIP (18)

Term	Grade	Course Number and Name
_____	_____	MBA 559 (4) Entrepreneurship
_____	_____	NTR 557 (4) Nutr. Comm. Through Technology
_____	_____	MBA 622 (4) Creativity & Innovation in Business
_____	_____	NTR 658 (4) Venture Planning in Nutrition
_____	_____	MGMT 552 (2) Leadership

NOTES:
Select one Concentration in addition to the M.S./M.P.H.. Foundation courses.

For external transfer credit as RD, student must submit a notarized copy of USA CDR RD/RDN card to academic advisor within one session/term of start of M.S. in Nutrition and Wellness program up to transfer **up to** 12 credits is awarded towards electives for Professional Practice in Dietetics.

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)

“The Certificate in Health Education and Promotion provides or strengthens the skill sets of persons interested in improving the health of communities through a population-based approach. The program requires 16 credit hours in the areas of health research methods, community health analysis, health and risk communication, and health behavior and biology. Courses may be taken in any order.”

(<http://www.ben.edu/public-health>)

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)

“Whether you are currently a small business owner, thinking about starting your own business or involved in the management of a small business, the Entrepreneurship certificate will offer you the basics needed to launch and maintain a successful business. Students must

complete 16 credit-hours of coursework from the courses listed below:”

(<http://www.ben.edu/college-of-business/graduate/certificates.cfm>)

MBA 545 (4) Business Law*

MBA 559 (4) Entrepreneurship*

MBA 622 (4) Creativity & Innovation in Business

MBA 634 (4) Strategy, Structure & Decision Making

MBA 657 (4) Electronic Commerce

MBA 683 (4) Project Management*

*required

Certificate Program in Community Nutrition Engagement (16)

The Community Nutrition Engagement certificate prepares you to positively impact the health of your community by developing targeted health promotion programs and working with community members to effectively translate policy to programs.

NTR 561 (4) Maternal and Child Nutrition

NTR 563 (4) Nutrition in Aging

NTR 564 (4) Nutrition Health Policy

NTR 640 (4) Community Engagement

Certificate Program in Nutrition Entrepreneurship (16)

The Nutrition Entrepreneurship certificate prepares you to establish, expand and manage a nutrition and food-related business and to advocate for the wellness field.

MBA 559 (4) Entrepreneurship

NTR 657 (4) Nutr. Comm. through Technology

MBA 622 (4) Creativity & Innovation in Business

NTR 658 (4) Venture Planning in Nutrition

Certificate Program in Health Research Methods (16)

MPH 511 (4) Biostatistics

NTR 539 (4) Health & Wellness Research Planning

MPH 604 (4) Epidemiology

NTR 693 (4) Data Analysis and Interpretation

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 programs 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 515 (4) Medical Nutrition Therapy Advanced Concepts and Outcome

Measurement. Application 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. Pre-requisite: 570.

- *Required Dietetic Internship concentration.*

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; 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 523 (2) Current Issues in Dietetics

Seminar. This course uses a case study approach for exploration of medical nutrition therapy, community, and counseling issues. Students apply skills at gathering evidence based resources for application to assignments and a professional level seminar presentation. Prerequisite: NTR 570 or Instructor Consent.

- *Required Dietetic Internship concentration.*

NTR 524 (2) Portfolio and Professional Issues.

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. As an outcome of the course, students will develop a professional portfolio, including a plan for lifelong learning. Prerequisite: NTR 570 or Instructor Consent.

- *Required Dietetic Internship concentration.*

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.

- *Requirement in the Health Education concentration.*

NTR 531 (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. Includes ergogenic aids. Prerequisite: NTR 530.

NTR 532 (2) Counseling for Disordered Eating. Use of case studies to focus on the identification of eating disorders, assessment of impact on performance and nutrition counseling strategies. Prerequisite: NTR 530 or 581 or 570 or RD (by consent).

- *Required Dietetic Internship concentration.*

NTR 539 (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. 4 quarter credit hours.

- *Required foundation course.*

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 557 (4) Nutrition Communications through Technologies. This course applies new and emerging technologies for collaboration, communication and dissemination of nutrition services and innovations. Prerequisites: NTR 530 or RD (by consent).

➤ *Required Nutrition Entrepreneurship and Health Education concentrations.*

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 561 (4) Maternal and Child Nutrition. Study the physiological and metabolic changes that occur in pregnancy, and infancy through early childhood. Examine the nutrition and cultural factors impacting growth and development. Evaluate and critique nutrition programs and strategies for this population. Pre-requisite: NTR 530 or NTR 570 or RDN or RN [or by consent if undergraduate or graduate nutrition and physiology courses taken].

NTR 563 (4) Nutrition in Aging. Study the physiological and metabolic changes that occur in the aging population. Examine the nutrition and cultural factors impacting health

and independence. Evaluate and critique nutrition programs and strategies for this population. Pre-requisite: NTR 530 or NTR 570 or RDN or RN [or by consent if undergraduate or graduate nutrition and physiology courses taken].

NTR 564 (4) Nutrition Health Policy. Study the approach and aspects of policy making processes that address nutrition problems and issues. Analyze and develop policies within evidence, contexts (political, economic, cultural, nutritional), and need. Discuss processes, implementation, measurement, and evaluation of factors that impede or promote the policy.

NTR 568 (1) DI Clinical Review. In this course, students will complete literature review research and assignments to prepare them for their Clinical Dietetic Internship rotations, as well as NTR 515 MNT Advanced Concepts and Outcome Measurement 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. Pre-requisite: Completion of DPD and separate acceptance into Dietetic Internship program.

➤ *Required Dietetic Internship concentration.*

NTR 570 (1) DI Orientation. This course will provide the student with information regarding the program policies, procedures, and expectations of the Dietetic Internship; an exploration of Benedictine University's resources to foster Dietetic Intern success in the program; and experience focused on increasing skills in gathering and interpreting information as it relates to applying the Nutrition Care Process during Dietetic Internship rotations. Prerequisites: completion of DPD and separate acceptance into Dietetic Internship program. Fee: \$27.50

➤ *Required Dietetic Internship concentration.*

NTR 571 (2) DI Foodservice. The goal of the Foodservice course is that 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 retail foodservice operation. Transportation is required. Pre-requisite: NTR 570.

➤ *Required Dietetic Internship concentration.*

NTR 572 (1) DI Maternal and Child Nutrition. The goal of the Maternal and Child nutrition course is that 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 facilities as part of this course. Transportation is required. Pre-requisite: NTR 570.

➤ *Required Dietetic Internship concentration.*

NTR 573 (1) DI ENP. The goal of the Elderly Nutrition Program (ENP) course is that the dietetic intern will develop his/her competencies to perform quality, accurate, timely, and ethical nutrition care to participants of elderly nutrition programs, in accordance with established procedures. Further, the intern will gain experience providing group education programs, providing nutrition messaging through use of a variety of strategies, and gain experience with management skills utilized in such settings. Transportation is required. Pre-requisite: NTR 570.

➤ *Required Dietetic Internship concentration.*

NTR 574 (1) DI Community. The goal of the DI Community course is that the dietetic intern will gain experience in developing, planning, and implementing nutrition programs in a variety of community settings. Dietetic interns are assigned to work with a Benedictine University sports team as part of this course. Interns also complete assignments and participate in online discussion related to a wide variety of

community and public health nutrition topics. Transportation is required.

Pre-requisite: NTR 570.

➤ *Required Dietetic Internship concentration.*

NTR 575 (3) DI Clinical. The goal of the DI clinical 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 medical nutrition therapy needs of patients. The intern will develop skills in all aspects of the Nutrition Care Process. Transportation is required. Pre-requisite: NTR 570.

➤ *Required Dietetic Internship concentration.*

NTR 576 (2) DI Clinical (LTC/Sub Acute). The goal of the LTC/Sub Acute course is to provide interns with the opportunity to further develop skills he/she acquired in the DI Clinical course. In this course the dietetic intern will develop his/her competencies to perform quality, accurate, timely, and ethical medical nutrition therapy to residents of intermediate care and retirement living facilities, in accordance with facility, state and federal guidelines. Further, the dietetic intern will gain experience collaborating with other medical professionals and managing clinical activities. Transportation is required. Pre-requisite: NTR 570.

➤ *Required Dietetic Internship concentration.*

NTR 577 (2) Nutrition Clinic Management. The goal of the Nutrition Clinic Management 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 the Healthy

Table. Transportation is required. Pre-requisite: NTR 570.

➤ *Required Dietetic Internship concentration.*

NTR 578 DI Skill and Practice Competence. This course focuses on guiding students through the process of demonstrating competence in all ACEND 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. Pre-requisite: Concurrent registration or completion of NTR 575 or Instructor Consent . Fee: \$27.50.

➤ *Required Dietetic Internship concentration.*

NTR 581 (4) Obesity: Theory & Practice

Applications. Exploration of the epidemiology, pathophysiology, and diverse contributors to the global pandemic ranging from physiological and genetic to environmental and policy factors. Discussion includes prevention/treatment modalities.

Prerequisites: NTR 530, OR credit or co-registration in NTR 570, OR RDN (consent).

➤ *Required foundation course.*

NTR 585 (4) Complementary Nutrition

Therapies. Evidence-based exploration and critique of the claims, mechanisms, safety and efficacy of complementary and alternative therapies for chronic diseases, as well as discussion regarding the regulation and safety of supplements. Prerequisite: NTR 530 or 581.

➤ *Required foundation course.*

NTR 586 (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 581, NTR 536 and MPH 511 and nutrition department consent. Only available to students in pursuit of Health Education concentration of the MS in Nutrition and Wellness program on Lisle campus (summer).

➤ *Elective.*

NTR 600 Independent Study. Arranged on a specific topic by teaching/learning contract with instructor. 1-4 quarter credit hours. Consent Required. Course Repeatable. Maximum number of units allowed 12.

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 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*

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 557 (4) Nutrition Communications through Technologies. This course applies new and emerging technologies for collaboration, communication, and dissemination of nutrition services and innovations. Prerequisite: NTR 530 or RD (by consent).

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 581 or RD (by consent).

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 581.

➤ *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 581.

➤ *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 581

➤ *Required foundation course.*

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 581 or RD (by consent).

➤ *Required Nutrition Entrepreneurship concentration.*

NTR 662 (4) Advanced Exercise Physiology. An integrated approach to the study of various physiological systems functioning in the human during exercise. Fee: \$150.

➤ *Cross-listed from EXPH: 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 for electives; 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. Pre-requisites: NTR 629 and Nutrition Department consent.

NTR 693 Data Analysis & Interpretation.

Students complete a review of current literature and actively participate in research processes, including examination of surveys, planning and implementing a survey to collect, tabulate, analyze, and interpret data. Students are required to purchase a specific SPSS program. A grade of “B” or better is required to advance to NTR 695. Pre-requisites: NTR 539 and MPH 511. For students in the online program only.

➤ *Required foundation course.*

NTR 695 (4) Applied Research. Students conduct research, with a focus on data entry, development and testing of research hypotheses through data analyses, interpretation of statistical data and outputs, and compare findings to the literature. In addition students develop appropriate graphics and develop a research manuscript. Students must take the NTR 695 and 696 sequentially (i.e., two terms in a row) 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. Fee: \$160. A grade of “B” or better is required to advance to NTR 696. Pre-requisite: A grade of “B” or better is required in the following courses: NTR 539, NTR 693, and MPH 511. For students in the online program only.

➤ *Required foundation course.*

NTR 696 (2) Research Communication.

Students refine the manuscript for publication and develop a professional continuing education seminar to report methods and outcomes. Students must take the NTR 695 and 696 sequentially (i.e., two terms in a row) with the same Research Supervisor (Course Instructor) and same cohort of students. Fee: \$160. Prerequisites: A grade of “B” or better is required in the following courses: NTR 539, NTR 693, NTR 695 and MPH 511. For students in the online program only.

➤ *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. Students are required to purchase a specific SPSS program. Pre-requisite: A grade of “B” or better is required in the following courses: NTR 539 and MPH 511. 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: A grade of “B” or better is required in NTR 697. A grade of “C” in NTR 698 will result in the requirement for repeat registering for NTR 698 as IS (independent study) for 4 credits to complete NTR 698 with required grade. Fee: \$160.

➤ *Required foundation course.*

Course Offerings, Term/Session 2016-2017*

NTR Course Offerings	Term (List campus)	2016-2017 Sessions (online)
NTR 515 Medical Nutrition Therapy Advanced Concepts and Outcome Measurement	Fall	
NTR 521 Fitness Testing	Fall	
NTR 522 EKG Lab	Spring	
NTR 523 Current Issues in Dietetics Seminar		
NTR 524 Portfolio and Professional Issues	Fall	
NTR 530 Science of Sports Nutrition (online)	Summer and Winter	1 (August 2016) & 3 (January 2017)
NTR 531 Nutrition for Elite Athletes (online)	Summer 2017 <i>online</i>	
NTR 532 Counseling for Disordered Eating (blended online/on campus)	Summer 2017 <i>online</i>	
NTR 539 Health and Wellness Research Planning	Fall	4 (March 2017), 5 (May 2017)
NTR 542 Applied Nutrition Physiology	Spring	
NTR 557 Nutrition Communications through Technologies		2 (October 2016) & 4 (March 2017)
NTR 560 Advanced Cardiovascular & Respiratory Physiology	Fall	
NTR 568 DI Clinical Review	Summer	
NTR 570 DI Orientation	Summer-Fall	
NTR 571-577 Dietetic Internship	Each term	
NTR 578 DI Skill and Practice Competence	Fall	
NTR 581 Obesity: Theory & Practice Applications	Fall	2(Oct 2016) & & 3 (March 2017) 6 (June 2017)
NTR 585 Complementary Nutrition Therapies	Spring	1 (August 2016) & 5 (May 2017)
NTR 586 Health Education Internship	Summer	
NTR 591 Exercise Biochemistry and Metabolism	Spring	
NTR 595 Nutrition Counseling	Winter	
NTR 619 Laboratory Ethics & Laboratory Procedures	Summer	
NTR 623 Graded Exercise Testing	Summer	
NTR 633 Advanced Nutrition Topics in Micronutrients	Fall	1 (August 2016), 2 (Oct 2016) & 5 (May 2017)
NTR 644 Advanced Metabolism: Carbohydrates & Lipids	Winter	2 (7, October 2016) & 6 (June 2017)
NTR 647 Advanced Metabolism: Protein	Fall	2 (Oct 2016) & 5 (May 2017)
NTR 658 Venture Planning in Nutrition		3 (Jan 2017)
NTR 662 Advanced Exercise Physiology	Fall	
NTR 664 Special Populations	Spring	
NTR 685 Fitness Internship	Each term	
NTR 688 Research Internship	Summer	
NTR 693 Data Analysis		2 (Oct 2016, 2017) & 4 (May 2017)
NTR 695 Applied Research		3 (Jan 2017) & 6 (2017)
NTR 696 Research Communications		1 (Aug 2016, 2017) & 3 (March 2017)
NTR 697 Research I	Winter-Spring	
NTR 698 Research II	Summer-Fall	

* schedules are subject to change, accurate as of 7/28/16

Select MPH & Business Course Offerings	Term (List campus)	2016-2017 Sessions (online)
MPH 511 Biostatistics	Fall, Winter, Spring	Every term
MPH 601 Behavioral & Social Aspects of Public Health	Fall, Winter, Summer	Every term
MPH 602 Public Health System	Fall, Spring	Every term
MPH 603 Ethical & Political Issues in P. H.	Winter, Spring	Every term
MPH 604 Epidemiology	Winter	Every term
MPH 605 Environmental Health	Winter, Spring	Every term
MPH 607 Community Health Analysis	Winter, Spring, Summer	Every term
MPH 609 Cultural Context of Health	Fall, Winter	Every term
MPH 610 Health Policy	Winter, Summer	Every term
MPH 611 Public Health Biology	Fall, Spring, Summer	Every term
MPH 632 Public Health Education Methods	Fall, Spring, Summer	2 (Oct), 4 (Mar), 6 (Jun)
MPH 634 Public Health Education Programs and Skills (CHES)		1 (Aug), 3 (Jan), 5 (Apr)
MPH 662 Management of Health Services Organizations	Winter, Spring, Summer	Every term
MPH 664 Marketing of Health Care Services	Winter	1 (Aug), 3 (Jan), 5 (Apr)
MBA 559 Entrepreneurship		1 (Aug), 3 (Jan), 5 (Apr)
MBA 622 Creativity and Innovation in Business		2 (Oct), 4 (Mar), 6 (Jun)
MGMT 552 Leadership		2 (Oct), 4 (Mar), 6 (Jun)

* 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 568, DI Clinical Review (1)

early fall

NTR 515, MNT Adv Concepts (4)²
NTR 570, DI Orientation (1)²
MPH 511, Biostatistics [*online, OR on campus in fall term*]³ (4)

Fall

NTR 539, Health & Wellness Research Plan (4)
NTR 581, Obesity (4)
NTR, Dietetic Internship (1-3)⁴

winter

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

spring

NTR 585, Complementary Nutr Therapies (4)
NTR 647, Adv Metabolism: Protein (2) [*online*]
NTR, Dietetic Internship (2-3)⁴

winter-spring

NTR 523, Current Issues in Dietetics Seminar (2)
NTR 697, Research I (4)

summer

MPH 632, Public Health Education [*online*] (4)
NTR approved elective, (2)
NTR, Dietetic Internship (2)⁴
NTR 532, Counseling for Disordered Eating (2)

fall

NTR 524, Portfolio and Professional Issues (2)
NTR 633, Adv Nutr Topics in Micronutrients (2)
NTR 578, Skill and Practice Competence (2)
NTR 698, Research II (4)
NTR, Dietetic Internship (2-3)⁴

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 515 and NTR 570 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 571-577) 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 ^{7,8}
On Campus (Lisle) Program

Early fall start [August start]

NTR 530, Science of Sports Nutr (4) [online]⁹

fall

NTR 581, Obesity (4)

winter

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

spring

MPH 511, Biostatistics (4)

NTR 647, Adv Metabolism: Protein (2) [online]

summer

MPH Concentration elective (4)⁸

MPH 632, Health Education (4)

fall

NTR 539, Health & Wellness Research Plan (4)

MPH Concentration elective (2)⁸

winter

MPH 609, Cultural Context of Health Care (4)

MPH Concentration elective (4)⁸

spring

NTR 585, Complementary Nutr. Therapies (4)

NTR 557 Nutrition Communications through
Technologies (4) [online]

winter-spring

NTR 697, Research I (4)

summer

NTR approved elective (2)

MPH Concentration elective (4)⁸

Fall

NTR 633, Advanced Nutrition Topics in

Micronutrients (2) [online]

NTR 698, Research II (4)

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^{10,11}
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 581, Obesity (4)
NTR 539, Health & Wellness Research Plan (4)

winter

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

spring

NTR 585, Complementary Nutr Therapies (4)
NTR 647, Adv Metabolism: Protein (2) [online]
NTR 557 Nutrition Communications Through
Technologies (4) [online]

winter-spring

NTR 697, Research I (4)

summer

NTR approved elective (2)
MPH Concentration elective (2)¹⁰
MPH 632, Health Education (4)

fall

MPH 609, Cultural Context of Health Care (4)
NTR 633, Advanced Nutrition Topics in
Micronutrients (2)
NTR 698, Research II (4)

winter

MPH Concentration elective (4)¹⁰
MPH Concentration elective (4)¹⁰
MPH Concentration elective (4)¹⁰ 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/student-handbook.cfm> 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 Wiley 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 is the Director of the program for all students in the MS and 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, Ms. Renee Bladek 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.

http://www.ben.edu/student_life/loader.cfm?csModule=security/getfile&PageID=28573

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:

http://www.ben.edu/campus_resources/registrar/course-schedule.cfm.

Graduate students can register for courses without the signature of an advisor. Graduate students should register on-line through MyBenU.

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

On Campus Program

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 for on campus courses, the refund policy is as follows is outlined online at:

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 Friday of week 7.

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, contact the Academic & Career Enrichment Center, 214 Goodwin, 630-829-6041 if 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 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 3.000/4.0 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 better 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 570-577 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 570-577] 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.

Emergency Class Cancellations

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situations, classes may be canceled 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> . 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: | TV Stations: |
|-----------------|--------------|
| · WMAQ AM 670 | · CBS |
| · WGN AM 720 | · CLTV |
| · WBBM AM 780 | · 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>

and directly contact a Financial Aid representative. A student should always ask, even if he/she does not believe him/herself to be eligible for financial aid.

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 3.000 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 towards 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 better.
 - 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* describe 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 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 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 570-577), 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://www.ben.edu/update/>

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>.