



# **Curriculum Guide**

**Nutrition & Dietetic Technician Program  
Dietary Manager Program  
Healthcare Pathway**

**Milwaukee Area Technical College (MATC) is an Affirmative Action/Equal Opportunity**

**Institution and complies with all requirements of the Americans with Disabilities Act**

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**I. Introduction:** This reference supplements the Milwaukee Area Technical College (MATC) and Healthcare Services Pathway Student Handbooks for students admitted to the Nutrition & Dietetic Technician and Dietary Manager Programs. Please save this guide, as the information is applicable for the entire curriculum. For additional assistance, refer to your Faculty Mentors, Pathway Advisors, Retention Coaches, and Student Success Liaisons. Any changes that occur after admission to the program will be provided in writing.

**A.** For the purpose of clarification, the following abbreviations may be used in this reference:

- a.** CDR - Commission on Dietetic Registration
- b.** MNT - Medical Nutrition Therapy
- c.** WAND - Wisconsin Academy of Nutrition and Dietetics
- d.** FSM - Food Service Management
- e.** NDTR - Nutrition and Dietetic Technician, Registered
- f.** RDN - Registered Dietitian, Registered Dietitian Nutritionist
- g.** ACEND - Accreditation Council for Education in Nutrition and Dietetics
- h.** AND - Academy of Nutrition and Dietetics
- i.** ANFP- Association of Nutrition and Food Service Professionals
- j.** CDM- Certified Dietary Manager
- k.** CBDM- Credentialing Board for Dietary Manager

## **II. Program Mission & Goals**

**A. Dietetic Technician Program Mission:** The Nutrition & Dietetic Technician Program will provide a competent, community- focused workforce with the foundation, knowledge and competencies to function as entry-level Nutrition and Dietetic Technicians, Registered in medical nutrition therapy and foodservice management as a part of a diverse community.

### **B. Program Goal**

GOAL 1: Recruit nutrition and dietetic technician registered eligible students from various racial and ethnic backgrounds.

GOAL 2: Retain nutrition and dietetic technician registered eligible students in preparation to work in the Wisconsin region.

GOAL 3: Graduate competent entry-level Nutrition & Dietetic Technician, Registered eligible graduates committed to serving the community and the profession.

**C. Dietary Manager Program Mission:** The Dietary Manager Program will provide a competent workforce with the foundation knowledge and skills to function as an entry-level dietary manager.

## **III. Program Requirements**

**A. Admission Requirements:** Admission requirements for the dietetic technician program include: high school diploma or GED, good health as evidenced by a medical examination and proper immunizations,

course placement assessment, review of essential job functions and compliance with Wisconsin's caregiver law.

**B. Drug Testing, Health Requirements and Criminal Background Check:** All students in the Healthcare Services Pathway are required to pass both a background check and a drug test. Students are given access to “CastleBranch” to manage their health requirements and drug screen. Students will not be admitted to the program without completion of these health records.

**C. Graduation Requirements:** In addition to the graduation requirements stated in the current MATC Catalog and the Healthcare Pathway Student Handbook, Nutrition & Dietetic Technician program students must meet the eligibility requirements of the Commission on Dietetic Registration. This commission is the governing body that determines who is eligible to take the registration exam to become a NDTR, and determines eligibility of continuing education requirements necessary to maintain the NDTR credential. The Academy of Nutrition and Dietetics also requires a verification statement, provided by the program director, indicating successful completion of the program. The Academy specifies that the verification statement is the method used to ensure that the eligibility requirements for the Registration Examination for Nutrition & Dietetic Technicians have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and experience qualifications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are needed. An Associate of Applied Science Degree in the Nutrition & Dietetic Technician Program will be awarded to the student upon successful completion of the program, including the Academy of Nutrition and Dietetics Foundation Knowledge and Competencies – Nutrition & Dietetic Technician Education. The student must further demonstrate entry-level skill as a dietetic technician practitioner as displayed in coordinated practice and field experience courses obtaining 256 practice hours, to total 450 practice hours. Also, the student must pass the "mock" registration examination within 3 tries. Failure to pass (~ 77%) will result in the student placed on a remediation plan. The tests (both the MNT and FSM sections) prepare the student to take the CDR registration exam.

**D. Dietary Manager Certificate Requirements: The Association of Nutrition & Foodservice Professionals**

ANFP approves the Dietary Manager Program. ANFP requires coursework to meet approved curriculum standards as well as 150 practice hours. Upon completion, the Dietary Manager student only seeking the Dietary Manager Certificate from MATC will complete a form and submit to the administration assistant. From there, a signature is obtained from the Dean, which generates a certificate provided to the student. Once verified that all dietary manager certificate courses are completed, the Program Coordinator communicates completion to ANFP to make them aware of the student's readiness to complete the CDM, CFPP Credentialing Exam. It is the student's responsibility to contact the Certifying Board for Dietary managers (CBDM) [www.CBDMonline.org](http://www.CBDMonline.org), to schedule their exam. If the student intends to continue with the Nutrition & Dietetic Technician Program, the Dietary Manager Certificate will appear on the student's transcripts.

**E. Academy of Nutrition and Dietetics/Association of Nutrition and Food Service**

**Professionals Membership:** Students and graduates are eligible for membership with the AND at [www.eatright.org](http://www.eatright.org) Mailing address: 120 Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995; Phone: 800/877-1600. Association of Nutrition & Foodservice Professionals, and pre-professional membership with ANFP at [www.ANFPonline.org](http://www.ANFPonline.org) mailing address: PO Box 3610 St. Charles, IL 60174; Phone: 800.323.1908

**F. Registration and Continuing Education:** Graduates will receive the title Nutrition and Dietetic Technician Registered (NDTR), signifying professional competence, upon successful completion of the program and the passing of the national registration exam. NDTR's must earn 50 hours of continuing education every five years to maintain this credential. NDTR's may also join a variety of other professional organizations such as the ANFP, American Heart Association, and Specialty Practice Groups of the Academy. For additional information on credentialing, refer to CDR's web site: [www.cdrnet.org](http://www.cdrnet.org).

#### IV. Student Requirements

##### A. Characteristics of the Successful Student

- a. *Academic Skills Needed:* Upper level high school math, science, reading
- b. *Analytical and Critical Thinking Skills:* Problem-solving ability needed utilizing available data to develop individualized plans of action.
- c. *Time Commitment:* The program can be completed in 4 semesters (2 years) full-time, and 3-4 years part-time. Advanced standing is available for students with professional work experience. Time commitment for studying and completing projects and assignments is a minimum of 2 hours per week for each credit hour. Most clinical assignments can be partially or fully completed during the actual clinical session. A minimum of 450 hours for Nutrition & Dietetic Technician program and 150 hours for Dietary Manager program and the clinic and field experiences are included. Field experience and clinical activities are coordinated with topics covered in lecture.
- d. *Support Systems Available:* Student Assistance Program, Tutoring, Accommodations, and Academy of Nutrition and Dietetics and Association of Food and Nutrition Professionals Scholarships (National, State, and Local) are among the services available for dietetics students.
- e. *Disposition/Motivation:* Need the ability to work with a variety of personalities, with healthy, sick, individuals with disabilities, and under stressful conditions. Students must be sensitive to the needs of low-income and diverse groups.
- f. *Work Hours:* Outside the program, full-time students may work approximately 20 hours per week. Part-time students may work approximately 30-40 hours per week depending on their class load. Students with family responsibilities need to adjust these figures slightly lower to accommodate their needs.
- g. *Employment Opportunities:* While in school, numerous opportunities may exist for part time employment. Upon graduation, the majority of students are employed within 6 months.

## **B. Graduation Expectations**

- a. Evaluate and apply scientific materials.
- b. Communicate effectively orally and in writing.
- c. Adhere to State and Federal Regulations.
- d. Prepare and deliver food and nutrition presentations.
- e. Participate in professional organizations and demonstrate professional, ethical behavior.
- f. Perform nutritional screenings and assessments.
- g. Perform supervisory functions for food service.
- h. Modify recipes and menus.
- i. Participate in business plans and quality improvement.
- j. Demonstrate organizational skills, teamwork, respect, and cultural sensitivity.
- k. Utilize current informatics technology.
- l. Complete accurate documentation.
- m. Complete self-assessments.
- n. Develop goals and objectives for professional development.

## **C. Accreditation Core Knowledge & Competencies** (source <https://www.eatrightpro.org/acend>)

- a. Domain 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
- b. Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice.
- c. Domain 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.
- d. Domain 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
- e. Domain 5: Leadership and Career Management: Articulate the skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics professional.
- f. For student complaints related to ACEND accreditation standards please contact:  
Academy of Nutrition and Dietetics Accreditation Staff 312/899-0040, ext. 5400 Fax:  
312/899-4817 E-mail: [acend@eatright.org](mailto:acend@eatright.org)

## **D. Association of Food & Nutrition Professionals Requirements** (source ANFP)

- a. Fundamentals of Nutrition & Medical Nutrition Therapy
- b. Nutrition
- c. Food Service
- d. Personnel & Communications

- e. Sanitation & Safety
- f. Business Operations

#### **E. MATC Career Essentials**

- a. Effective Communication
- b. Mathematical Competency
- c. Effective Problem Solving
- d. Technology Competency
- e. Professionalism
- f. Global Awareness

#### **F. College Survival Tips**

- a. Attendance is important to success in college. Attend class. Be on time.
- b. Check the online learning management tool used at MATC, Blackboard, frequently.
- c. Communicate your need for assistance to the instructor early in the semester. Utilize office hours for one-on-one assistance from the instructor. Seek assistance from tutoring services in the academic support center or other students, in addition to the instructor.
- d. Seek assistance from MATC librarians when doing literature reviews for papers. Read assigned chapters and readings prior to class; make notes of any confusing information. Outline chapters and/or highlight key points in the book or lecture notes.
- e. Establish a "buddy" system; exchange phone numbers so if a class session must be missed for a legitimate reason contact another student as soon as possible for class material. Establish a study group with 3 or 4 students. Students who study in groups usually perform better on tests.
- f. Connect with your mentor, a 2nd-year student or previous graduate who can provide encouragement. Also, connect with the pathway advisors, retention coaches and student success liaisons.
- g. Do not procrastinate. Complete assignments prior to or by due dates. Check your syllabus and course outline for each course frequently to stay ahead of assignments. Prioritizing your time on assignments weighed heavily; an assignment worth 5% of your grade should take less of your time than one worth 20%.
- h. Make a special note any time an instructor comments "this is an important concept"; you most likely will be tested on this.
- i. Ask questions if any information is not clear. No question is a stupid question. All students will gain from answered questions. If you seek more depth in a topic that is not pertinent to the rest of the class, see the instructor on an individual basis.
- j. In the clinic, be prepared. Have your lecture notes and handouts with you to use for references. Bring all needed materials specified in your syllabus. Use any references in the clinic site to look up

new terminology or confusing procedures. Always have your clinic handbook current with pertinent formulas and lecture material. Review clinic notebook prior to each clinic meeting.

- k. Whenever you feel a grade has been unfairly assigned or you have been unfairly treated, first see the instructor to attempt to resolve the situation. If you are not satisfied after this meeting, you may then proceed to the instructor's supervisors, Program Coordinator and Dean.
- l. Clarify any learning objectives with the instructor prior to being tested on the unit.
- m. Remember this is an education for your career. Your college experience will be hard work, but rewarding.

## V. Partial Guide to College Services

### A. Application: Apply online at [matc.edu](http://matc.edu) under “APPLY NOW”

**B. Fees and Financial Aid:** Current fees can be found online at [matc.edu](http://matc.edu). No login is required. Select course. Fees will be located under “section information”. You may qualify for financial aid if you are enrolled at least half-time. For more information, call 414-297-6908.

**C. Prior Credits:** Credits earned at other institutions of higher learning may transfer to MATC. Transcripts of these credits must be submitted by the previously attended institution. Students may also be given credit for previous course work or practitioner experience by completing and passing a competency exam.

- a **Advanced Standing & Credit for Prior Learning (CPLE):** Advanced standing is credit awarded with a certificate earned in the field through ServSafe for DIETNT 106 Food Service Sanitation. Please plan to provide a certificate and work with the program chair to connect with the MATC CPLE Office to ensure the credits are indicated on the transcript. The advanced standing for work is determined based on content of work performed meeting the outlined learning objectives and expectations for the competencies for the advanced standing course requested. Credit for Prior Learning for specific courses (DIETNT 118, 166, 167) in the Nutrition & Dietetic Technician Program completed at another institution is available. If requested by the student, the instructor, or Program Chair will provide the student with a copy of the course outcome summary and syllabus for the course. Students who receive advanced standing in a course may audit that course, to update their knowledge base; this is strongly advised by the instructor or advisor. Credit for Prior Learning for work experience will be given only after the student completes the first semester of the program.

**D. Child Care:** MATC has five child care facilities open to children of students enrolled at any MATC campus. All centers are staffed with qualified teachers and fulfill State licensing requirements.

**E. Multicultural Center:** MATC is committed to equal opportunity in admission, educational programs, and employment policies. Minorities are encouraged to apply. Support services are available and are provided by individuals who are culturally sensitive to the challenges faced by minority students.



- F. **Academic Resource Center (ARC):** The ARC provides state of the art computer resources and offers a wide range of software and search engines.
- G. **Academic Support Center:** This center provides individual tutoring. Tutoring is free to all MATC students and offers assistance in reading, writing, math, and vocabulary improvement. Students may apply for positions as tutors.
- H. **Career Hub:** MATC Personnel are available daily to assist students in acquiring full-time or part-time employment in their professional field. Career Hub staff maintains close contact with area employers, graduates, and instructors to provide current salary and labor market information.  
<http://www.matc.edu/employer-services-resources/for-students/index.html>
- I. **Library Services:** The program has a Library Guide for our program found on this link:  
[https://guides.matc.edu/MATC\\_Libraries](https://guides.matc.edu/MATC_Libraries)
- J. **Counseling:** The student's faculty advisor or guidance counselor will provide assistance with scheduling classes and can provide referrals to appropriate resources if additional guidance is needed. Students are welcome to consult with counselors regarding academic or personal problems at any time.

Program Advisor	Retention/Academic Life Coaches
<p><b><u>Neil Verhaeghe</u></b> Healthcare Pathway-Advisor 262-238-2366   verhaegn@matc.edu</p>	<p><b><u>Joseph Tuttle (A-Fr)</u></b> Healthcare Pathway-Retention Coach 414-297-7871; <a href="mailto:tuttlejm@matc.edu">tuttlejm@matc.edu</a> <a href="#">Appointment link</a></p> <p><b><u>Tina Buliox (Ru-Z)</u></b> Healthcare Pathway-Retention Coach 414-297-7382; <a href="mailto:buliox@matc.edu">buliox@matc.edu</a> <a href="#">Appointment link</a></p> <p><b><u>Peter Couto (Fl-Li)</u></b> Healthcare Pathway-Retention Coach 262-238-2307; <a href="mailto:coutop@matc.edu">coutop@matc.edu</a> <a href="#">Appointment Link</a></p> <p><b><u>Erik Mozolik (Lo-Ro)</u></b> Healthcare Pathway-Retention Coach 414-297-6429; <a href="mailto:mozolike@matc.edu">mozolike@matc.edu</a> <a href="#">Appointment Link</a></p>
<p style="text-align: center;"><b><u>Student Services Specialist</u></b> <b>Kristin MaierMerz</b> Healthcare Pathway, Student Service Specialist 414-297-6088 Office: MATC Milwaukee Campus H118 <a href="#">Book Me Link</a></p>	

**VI. Career Advancement**

- A. Advancement opportunities are available with additional education and/or the completion of a Dietary Manager Certificate is 10 credits and/or Nutrition & Dietetic Technician Associate in Applied Science is 62 credits. Dietetic Technicians with an associate degree have the option to move to 4-year programs in dietetics. MATC is working on articulation agreements at four-year universities.
- B. Opportunities for Nutrition & Dietetic Technicians
  - a. **Weight loss Clinics and Programs:** Counsels client on weight reduction methods and technique. Motivates clients for long-term weight loss maintenance. Teaches clients to modify recipes to manage and reduce risk of obesity. Assesses clients' diets and caloric intake.

- b. **Wellness/Fitness Programs:** Counsels clients on healthy eating practices as part of total fitness. Evaluates menus/recipes for heart-healthy eating. Advises clients on relationship of nutrition and exercise. Refers clients with eating disorders for psychological counseling. Educates clients on diet-disease relationship; i.e. diabetes, cancer, hypertension.
- c. **Acute-Care Facilities & Hospitals:** Evaluates patient's nutritional status and acceptance of meals and nourishments. Assists patients in planning, selecting, purchasing, and preparing meals which satisfy a general diet or prescribed medical nutrition therapy as well as the patient's cultural and socioeconomic factors. Teaches individuals or groups the essentials of basic prescribed diets, food selection, and preparation. Calculates and writes modified diets, including supplemental or tube feedings. Calculates nutrient and energy intake and evaluates adequacy. Performs managerial tasks including training and scheduling of employees, inventory, food ordering, kitchen supervision, employee in-service, quality assurance, and sanitation.
- d. **Community and Public Health Nutrition Programs (Includes Congregate Dining for the Elderly; Women, infants and Children Programs; Expanded Food and Nutrition Education Programs; etc.):** Interviews clients to obtain diet information, nutrition histories, food preferences, and food intakes. Assesses and documents pertinent information. Assists clients in planning, selecting, purchasing, and preparation of meals. Assists clients in planning diets that meet the client's cultural and socioeconomic factors. Teaches individuals or groups the essentials of healthy diets, food selection and preparation. Prepares or procures teaching and illustrative materials. Assists in planning and evaluating meals served at community nutrition settings.
- e. **Long-term Care Facilities - Nursing Homes and Rehabilitation Centers:** Interviews residents to obtain nutrition histories and food preferences. Attend resident care conferences and presents pertinent nutritional information. Monitors nutritional status and food intake of residents, provides recommendations to meet goals. Calculates and writes prescribed diets, including supplemental or tube feedings. Performs managerial tasks including training and scheduling of employees, inventory, food ordering, and kitchen supervision, employee in-service, and quality assurance. Directs quality assurance program for nutrition services in compliance with regulations.
- f. **School Food Service:** Performs managerial tasks including training and scheduling of employees, inventory, food ordering, kitchen supervision, employee in-service, and quality assurance Promotes wellness in the school.

### C. Opportunities for Dietary Managers

- a. **Long-term Care Facilities - Nursing Homes and Rehabilitation Centers:** Interviews residents to obtain nutrition histories and food preferences. Attend resident care conferences and presents pertinent nutritional information. Monitors nutritional status and food intake of residents, provides recommendations to meet goals. Performs managerial tasks including training and scheduling of employees, inventory, food ordering, and kitchen supervision, employee in-service, and quality assurance. Directs quality assurance program for nutrition services in compliance with regulations.

- b. School Food Service:** Performs managerial tasks including training and scheduling of employees, inventory, food ordering, and kitchen supervision, employee in-service, and quality assurance. Promotes wellness in the school.

## VII. Program Fees

- A. Tuition = \$171.55 per credit (FY2025)
- B. Castle Branch and health requirement costs = \$140-\$240 depending on health insurance coverage.
- C. Books = approximately \$2100 (\$150/course requiring a book)
- D. Course Fees: \$300 (Book fees for DIETNT 108 and DIETNT 151)
- E. Uniforms = approximately \$50
  - a. Uniform costs will vary depending on personal preference. MATC does not provide uniforms. However, an option to order through Midwest Scrubs Plus Apparel. Follow up with Financial Aid Office (Christine Zollicoffer)
  - b. Uniforms can be purchased in retail stores, or ordered from catalog outlets.
  - c. A minimum of 1 uniform and 1 lab coat are recommended.
- F. Optional AND and ANFP Student Memberships = \$60 and \$65, respectively
- G. Other miscellaneous for Supplies: (pens, pencils, highlighters, notebooks, calculator, etc.)
- H. Optional, not required parking costs and travel costs

## VIII. Dress Code

- A. Uniforms:** Specific requirements for each clinic site will be specified in the syllabus for the course. Two uniforms are recommended, one for MNT clinic, and one for FSM clinic. Nametags are the student MATC ID and must be worn at all clinic sites and field trips. "The vendor reserves the right to refuse service. The Student Code of conduct applies when dealing with any agency or facility in the community. Behaviors in violation of the Student Code of Conduct interferes with the college's mission and may be subject to disciplinary action."
- B. Personal Hygiene:** Students are to be clean and well groomed. Students are to shower or bathe before each clinic, and have clean hair. Students are to wear deodorant and should not wear scented products before a clinic session. Nail polish should not be worn to any FSM clinic or field trip at a food service site. Nail polish may be worn to community or MNT clinic sites or field trips. Students are expected to wear street clothes/business casual on field trips. Jeans are not considered business casual. Dress must be modest and cover body parts appropriately. Uniforms and lab coats must be clean and pressed. Undergarments under white uniforms must be white or flesh colored. Shoes are polished, and in good repair. Shoes must provide safe, secure footing, offer protection, and be quiet. Canvas shoes may not be worn. Hair is to be neat at all times; long hair is to be tied back. If a student has a beard or mustache, it must be neatly trimmed and clean, and covered during food preparation. Jewelry must be conservative. Wedding rings, plain watches and small post type earrings are acceptable.

## IX. Nutrition & Dietetic Technician/Dietary Manager Program Social Media Policy

- A. The Nutrition & Dietetic Technician/Dietary Manager Programs at MATC recognize that web sites such as You Tube, Facebook, Twitter, Instagram, blogs and user-generated media (collectively, “social media”) can be highly effective tools for sharing ideas and exchanging information.
- B. The Nutrition & Dietetic Technician/Dietary Manager Programs at MATC are committed to using social media communications to promote the organization’s visibility and maintain communications with current students, former students, and prospective students. To that end, photos taken during programs of students may be used in this regard on social media. The Nutrition & Dietetic Technician/Dietary Manager Programs seek to ensure that use of such communications serves the program’s need to maintain program identity, integrity, and reputation while minimizing actual or potential legal risks.
- C. Therefore, the Nutrition & Dietetic Technician/Dietary Manager Programs have established the following policies and guidelines for communicating food, nutrition and program information via social media.
  - a. Only Nutrition & Dietetic Technician/Dietary Manager Programs (faculty) can add, delete, edit, or otherwise modify content on the program’s social media sites
    - 1. Facebook (<https://www.facebook.com/MATCdietetictechnician/?ref=bookmarks>)
    - 2. Instagram (<https://www.instagram.com/matcdietetics/?hl=en>)
  - b. Authorized maintainers of the social media sites are responsible for ensuring that the postings conform to all applicable MATC policies and guidelines.
  - c. Authorized personnel are required to remove immediately any illegal or offensive content such as pornography, obscenities, profanity, and racial or ethnic epithets.
- D. Comments posted in response to content on the Nutrition & Dietetic Technician/Dietary Manager Program social media sites will be screened by the authorized members (faculty). Faculty maintains the site during the academic year. Faculty member to maintain the site is team appointed.
- E. Please reference the Healthcare Pathway social media policy in the student handbook as this policy is in addition to but does not supersede or replace the policy.

## **X. Academic Requirements**

- A. **Attendance:** Complete information regarding the Healthcare Pathway Policies and Procedures can be found in the Healthcare Pathway Student Handbook. Regular and punctual attendance is required. Instructors will inform students of attendance requirements and will take attendance on a daily basis. It is the responsibility of the student to discuss absences with their instructors when they occur. A student who is absent must provide proper documentation from the physician or police department to be excused from the clinic, and then a make-up clinic will be scheduled. If no documentation is provided, the clinic cannot be made up. The absence will result in a lowering of the final grade by one letter grade. Students may be dropped by the instructor if s/he fails to comply with clinic policies and procedures. Please make every effort to attend clinics. The Program is very appreciative of our clinic sites and they expect that the predetermined schedule is adhered to. It can be difficult to arrange make-up clinics at many of our facilities. More than one absence (with or without documentation) requires the student to drop the class.

- a. **Attendance on Test Days:** If a test is required to be taken in class, students must attend face to face for the test to be administered. In the event of an illness or emergency on the day an exam is scheduled, it is the student's responsibility to contact the instructor PRIOR to the start of the class to discuss the possibility of taking a makeup exam in the Academic Resource Center. Make up exams must be taken PRIOR to the next class meeting. Academic Support Center make-up testing availability varies each semester. . Any student who fails to contact the instructor PRIOR to the scheduled testing time will be issued a U for the exam.
- b. **Excessive Absenteeism:** A student may be dropped for excessive absenteeism before the end of a course whenever the course instructor determines it is no longer possible for the student to meet the course objectives. The instructor will counsel the student as soon as it becomes apparent that the student can no longer meet the course objectives in the remaining time. This applies to lecture, laboratory, and off-campus clinical or field placement experience. Refer to the attendance requirements in each course syllabus. If a student is absent from class and does not inform the instructor prior to class, the student cannot make-up assignments, projects, quizzes, or exams from that class. When a student's consecutive absences exceed the number of class meetings per week, or on the third consecutive absence in the case of classes which meet once each week, in addition to placing a note for college support system to follow up, the instructor may request the student withdraw from the course.

**B. Grading:** Grading for the Dietetic Technician and Dietary Manager programs follow the grading scale for Healthcare Services Pathway. Per Healthcare Services Pathway guidelines, students who have failed the same technical class 2 times OR failed 2 different technical classes (includes instructor withdrawal) will be dropped from the nutrition & dietetic technician program. Students may reapply by following the Healthcare Services Pathway Policy and Procedures. \*\*A student must maintain a 77% or greater to remain in the program and any Healthcare Programs.

Letter Grade	Percentage
A	94-100
A-	92-93
B+	89-91
B	85-88
B-	83-84
C+	80-82
C	77-79**
C-	73-76
D+	70-72
D	67-69
D-	63-66
U	Below 63

**C. Incomplete Grades:** When unforeseen circumstances prohibit the student from successfully completing a course, arrangements may be made for an "incomplete" grade. The reason for requesting the incomplete grade must be verified in writing and attached to the incomplete form. The student is responsible for

contacting the instructor to complete assignments. All incompletes must be completed the following semester. If an incomplete is not completed by the end of the next semester, the "I" grade automatically becomes a "U". A student may not continue with a new course if the incomplete course is a prerequisite for the new course. Unforeseen circumstances are defined as the following: emergencies (hospitalization, death in the family, or required court appearance) that occur two weeks prior to the end of the semester. Emergencies must be verified in writing. Other incompletes may be granted at the discretion of the faculty (faculty consensus required) if the student has completed at least 75% of its total course load requirements. Note: Curriculum guide and course syllabus are subject to change during the course of the semester.

- D. Withdrawal from Classes:** Prior to withdrawing from a course, it is strongly recommended for a student to meet with his/her advisor. Students may drop courses up to the designated drop date determined per semester. If a student withdraws from a course twice, or receives a grade of < C in any dietetics course (DIETNT) twice, it is strongly recommended that they receive career counseling to determine other career paths. If interested in readmission, refer to Program Ineligibility and readmission procedures in the Healthcare Services Pathway Handbook.
- E. Cell Phone Use:** Cell phones must be turned off during any lecture, clinic or field trip. This also includes text messaging and picture taking. In the case of an emergency or urgent situation a cell phone may be left on during lecture, with prior instructor approval. Students must leave the classroom when using the phone in these situations. Cell phones may not be used for calculators during tests.
- F. HIPAA Statement:** Students in the School of Health Sciences are required to learn about the health information privacy requirements (“Privacy Rule”) of the federal law, Health Insurance Portability and Accountability Act (HIPAA). Refer to the Healthcare Services Pathway Student Handbook which summarizes relevant MATC policies regarding protection of patient health information. Noncompliance with MATC and clinical/affiliate policies will result in disciplinary action including dismissal from the Healthcare Services Pathway. Students may be required to sign a confidentiality agreement signifying that HIPAA regulations are understood and will be adhered to prior to participation in all clinical/field placement rotations.
- G. ADA Statement:** Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at MATC. MATC does not discriminate against individuals with disabilities and fully complies with the ADA Act. To ensure your academic success in this program, you are strongly encouraged to provide your instructor with a copy of the Instructor Notification Form please see Student Accommodations service staff in room 217 at West campus Phone: 414-456-5352 "MATC is committed to ensuring equal opportunity for all students

regardless of sex, including experiencing pregnancy and childbirth. Please reference the School of Health Sciences Student Handbook for details. “Student Complaints please follow the steps outlined in this link: [http://www.matc.edu/health\\_sciences/upload/Student-Concerns-or-IssueIntake-form.pdf](http://www.matc.edu/health_sciences/upload/Student-Concerns-or-IssueIntake-form.pdf)

**H. Online Verification:** In addition to MATC Online privacy policies, the college uses a dual verification system through Cisco Duo as well as personal student identification number for private computer access, test-taking and online assessment purposes.

## **XI. Clinic Placement**

**A. Transportation to Clinic/Field Placement:** Students are solely responsible for their transportation to and from any clinical/field placement site or agency.

**B. Accidents—Clinic/Field Placement Agencies/College:** Students are responsible for reporting illness or accidents occurring at MATC (lecture, laboratory, and assigned clinical/field placement agencies) immediately to their instructor and/or clinical/field placement supervisor/preceptor. Documentation shall include the required forms from the clinical/field placement agency as well as the college. Completed forms will be submitted to the MATC instructor. These forms are available in the administration office at each campus. Students are responsible for complying with policies and procedures as well as standard operating procedures for maintaining their own safety. A clinical/field placement rotation in a hospital or clinic does not entitle the student to medical coverage beyond what is available in an ordinary educational setting. Students are responsible for expenses incurred resulting from personal injury, accidents, or illness occurring while they are in MATC classrooms, clinical/field placement agencies, or in route to or from a clinical/field placement agency. Students shall not engage in any behavior, task, or procedure that presents a risk to themselves or other health care practitioners without first obtaining appropriate instructions and procedures, including but not limited to, required personal protective equipment identified as the current clinical standard of practice. If you do not have current health care coverage, a personal health insurance policy is strongly recommended. Medical facilities used for clinical/field placement instruction may require proof of medical coverage. Student health insurance information is available through the Office of Student Life, Room 133. Professional Liability Insurance is not necessary while in the program. Students are encouraged to investigate coverage for their practice after graduation.

**C. Clinic Supervision and Performance** Clinic supervision is provided directly by the MATC Instructor, although input is encouraged from staff at the facility. Field Experience, during the final semester of the program, is under the supervision of the clinical preceptor at the facility. This experience is coordinated, evaluated, and monitored by the MATC instructor. Further, the student's speech and action should reflect favorably on himself/herself and MATC. Courtesy is to be extended to all members of the health care team, patients, and other students. Respect the learning of others by avoiding conversations and distractions during discussion. Listen, listen, and listen in order to learn during a discussion. Respect and tolerate the opinions of other students in class and any differences amongst classmates. Argue the issues and not each other's personalities. Feel free to voice your views and raise questions. Keep an open mind and place any perceptions and prejudices on hold. Help each other equally to ensure success on any group discussion, projects, and assignments.``

## **XII. Program Curriculum Requirements**

- A.** Nutrition & Dietetic Technician Program Outcomes: Employers will expect program graduates to:
- a.** Integrate scientific information and translate research into practice.
  - b.** Practice beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice.
  - c.** Develop information, products and services to individuals, groups and populations.
  - d.** Deliver information, products and services to individuals, groups and populations.
  - e.** Apply principles of management and systems in the provision of services to individuals and organizations.
  - f.** Articulate the skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics professional.
- B.** Program curriculum requirements are subject to change. Courses need to be taken in the correct semester sequence due to the prerequisites required. All courses must be completed successfully to meet graduation requirements.
- C.** Program course remediation is instituted if a student does not show successful progression in a course. The remediation plan involves the student meeting with the program chair, faculty and tutor to create a plan of action for study and remediation. It is the intention of this process to ensure that the student successfully completes the course and program.
- D.** Dietary Manager Curriculum is as follows: DIETNT 106 Food Service Sanitation, DIETNT 108 Food, Service Management 1, DIETNT 118 Food Service Management 1 and DIETNT 151 Nutrition for Dietetics. Note: DIETNT 108 and DIETNT 118 offered only in the Spring Semester.
- E.** Courses listed in the tracks to follow are suggested by semester to ensure full-time students are on track to complete the program within 150% of its length.
- F.** Fall Only:
1. DIETNT 109 Food Science
  2. DIETNT 123 Dietetic Technician Orientation
  3. DIETNT 124/135 Medical Nutrition Therapy 2 Lecture and Practice
  4. DIETNT 157/167 Food Service Management 2 Lecture and Practice
  5. DIETNT 155 Community Nutrition
- G.** Spring only:
1. DIETNT 108/118 Food Service Management 1 Lecture and Practice
  2. DIETNT 124/134 Medical Nutrition Therapy Lecture and Practice
  3. DIETNT 152 Physiology for Dietetics



4. DIETNT 156/166 Nutrition in the Life Cycle Lecture and Practice
5. DIETNT 136 Medical Nutrition Therapy Field Experience
6. DIETNT 146 Food Service Management Field Experience
7. DIETNT 170 Nutrition Counseling

**H. Fall and spring:**

1. DIETNT 106 Sanitation
2. DIETNT 151 Nutrition for Dietetics
3. DIETNT 160 Medical Terminology for Dietetics

**XIII. Signature of Agreement**

Upon completion of review of this document, please complete the signature of agreement [Form](#) to verify that you have reviewed all program requirements.

# Appendix A: Milwaukee Area Technical College

10-313-1 Nutrition and Dietetic Technician

## Performance Assessment Tasks

10-313-1 Dietetic Technician WTCS TSA

Directions

This summative assessment scoring guide will be used to determine if you have met the program outcomes at the end of the program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field. Your instructor will provide detailed instructions on how this rubric will be used. After your instructor completes this scoring guide, you will receive feedback on your performance. This TSA is used for 10-313-1 Dietetic Technician WTCS TSA

Evaluator(s)

Instructor

Other

Target Program Outcomes

1. Integrate scientific information and translate research into practice.
2. Practice beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice.
3. Develop information, products and services to individuals, groups and populations.
4. Deliver information, products and services to individuals, groups and populations.
5. Apply principles of management and systems in the provision of services to individuals and organizations.

6. Demonstrate skills, strengths, knowledge and experience relevant to leadership potential and professional growth for nutrition and dietetics practitioner.

Rating Scale

Value	Description
Met	Fully or adequately met expectations
Not Met	Partially met or failed to meet expectations

Scoring Standard

You must receive a rating of "met" on each criterion in order to successfully complete this assessment.

Scoring Guide

	Criteria	Ratings
1.	Domain 1 - Integrate scientific information and translation of research into practice.	Met Not Met
2.	CNDT 1.1 - Access data, references, patient education materials, consumer and other information from credible sources. 125	Met Not Met
3.	CNDT 1.2- Evaluate information to determine if it is consistent with accepted scientific evidence. 135	Met Not Met
4.	CNDT 1.3 - Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria. 167	Met Not Met

5.	CNDT 1.4 - Implement actions based on care plans, protocols, policies and evidence-based practice. 167	Met Not Met
6.	Domain 2 - Practice beliefs, values, attitudes and behaviors for the professional nutrition and dietetics technician level of practice.	Met Not Met
7.	CNDT 2.1 - Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice for the Nutrition and Dietetics Technician, Registered, Standards of Practice, Standards of Professional. Performance, and Code of Ethics for the Profession of Nutrition and Dietetics. 170	Met Not Met
8.	CNDT 2.2 - Use clear and effective oral and written communication. 166	Met Not Met
9.	CNDT 2.3 - Prepare and deliver sound food and nutrition presentations to a target audience.167	Met Not Met
10.	CNDT 2.4 - Demonstrate active participation, teamwork and contributions in group settings. 156	Met Not Met
11.	CNDT 2.5 - Function as a member of inter-professional teams. 136	Met Not Met
12.	CNDT 2.6 - Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional. 134	Met Not Met
13.	CNDT 2.7 - Actively contribute to nutrition and dietetics professional and community organizations. 118	Met Not Met

14.	CNDT 2.8 - Demonstrate professional attributes in all areas of practice. 118	Met Not Met
15.	CNDT 2.9 - Show cultural humility in interactions with colleagues, staff, clients, patients and the public. 155	Met Not Met
16.	CNDT 2.10 - Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. 155	Met Not Met
17.	Domain 3 - Develop information, products and services for individuals, groups and populations.	Met Not Met
18.	CNDT 3.1 - Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist. 134	Met Not Met
19.	CNDT 3.2 - Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Practice for the Nutrition and Dietetics Technician, Registered for individuals, groups and populations in a variety of settings. 135	Met Not Met
20.	CNDT 3.3 - Provide nutrition and lifestyle education to well populations.166	Met Not Met
21.	CNDT 3.4 - Promote health improvement, food safety, wellness and disease prevention for the general population.170	Met Not Met
22.	CNDT 3.5 - Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience. 166	Met Not Met

23.	Domain 3 - Deliver information, products and services to individuals, groups and populations. 166	Met Not Met
24.	CNDT 3.6 - Present an educational session to a target population.166	Met Not Met
25.	CNDT 3.7 - Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs. 167	Met Not Met
26.	CNDT 3.8 - Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals. 108	Met Not Met
27.	Domain 4 - Apply principles of management and systems in the provision of services to individuals and organizations.	Met Not Met
28.	CNDT 4.1 - Deliver nutrition services through quality improvement and customer satisfaction activities. 118	Met Not Met
29.	CNDT 4.2 - Perform supervisory, education and training functions. 167	Met Not Met
30.	CNDT 4.3 - Use current information technologies to develop, manage and disseminate nutrition information and data. 167	Met Not Met
31.	CNDT 4.4 - Assist in developing a plan for a new service including budget. 167	Met Not Met
32.	CNDT 4.5 - Implement and adhere to budgets.118	Met Not Met

33.	CNDT 4.6 - Assist with marketing clinical and customer services. 167	Met Not Met
34.	CNDT 4.7 - Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. 157	Met Not Met
35.	Domain 5 - Demonstrate skills, strengths, knowledge and experience relevant to leadership potential and professional growth for nutrition and dietetics practitioner.	Met Not Met
36.	CNDT 5.1 - Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement. 157	Met Not Met
37.	CNDT 5.2 - Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals. 123	Met Not Met
38.	CNDT 5.3 - Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. 146	Met Not Met
39.	CNDT 5.4 - Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion). 157	Met Not Met
40.	CNDT 5.5 - Promote team involvement and value the skills of each member. 167	Met Not Met
41.	CNDT 5.6 - Mentor others. 167	Met Not Met

42.	CNDT 5.7 - Identify and articulate the value of precepting.146	Met Not Met
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**Appendix B:  
Nutrition & Dietetic Technician Department  
Policy & Procedure: Social Distance Post COVID-19 Responsible Lab Operations**

Document #	10-313-1	Campus ID	WEST-80
Department / Program Name	Nutrition & Dietetic Technician	Building	Main
Date Approved	TBD	Semester	FA 20

**PURPOSE**

To identify the responsibilities and procedures relating to the safe utilization and management of the premises to be used by MATC Faculty, Staff and Students during the COVID-19 pandemic. For the purposes of this SOP, the premises have been identified as those under the direct control of MATC. For program areas manage by MATC partners see SOP 002. The food science lab will be kept clean, disinfected and sanitized, and all users of the lab will practice food safety and social distancing protocol to ensure safety of all using the facility.

**SCOPE**

These standard operating procedures apply to Academic Faculty and Building Operations and Nutrition & Dietetic Technician Staff staff responsible for Rooms M-362.

**RESPONSIBILITIES**

- 1). Faculty are required to conduct the coursework in a safe professional manner, assist with cleaning and disinfecting protocols, address any student related conduct issues, and report any conditions in need of attention to the appropriate functional area of the college.
- 2). Building Operations staff are responsible for cleaning and disinfecting, securing classrooms and responding to various maintenance related activities necessary for the successful operation of the facility.
- 3). Public Safety staff are responsible for providing a safe and secure learning environment, responding to emergencies, and reporting any related issues to the appropriate functional area of the college.

**DEFINITIONS**

CDC: Centers for Disease Control

OSHA: Occupational Safety and Health Administration

PPE: Personal Protective Equipment

## PROCEDURES

### A. Building Access and Occupancy

- a. All faculty and students will use the Main Entrance to the West Campus and will agree to comply with pre health screening requirements including routine temperature checks.
- b. All faculty and students will park in the available lot.
- c. All faculty and students agree to adhere to all directional signage, restrictions, and notices in place for safe building occupancy.
- d. All faculty and staff agree to restrict their movement to only those assigned areas.
- e. Students are required to follow those rules set forth by the colleges Code of Conduct.

### B. Classroom Cleaning and Disinfecting Protocols

- a. Rooms will be cleaned as scheduled by Operations in accordance to Course sections assigned to designated locations in the building. This will include: Food Science Classroom 362.
- b. Cleaning will occur at 6:00 AM, before the start of class. This will assure the area has been disinfected prior to class. Evening has been identified as any class that ends after 9:00pm.
- c. Staff will complete a daily decontamination checklist at the end of their cleaning and submit to the lead instructor. Signed and dated. The checklist will consist of touch points, decontamination as part of their duties.
- d. BSW will complete a daily cleaning checklist that must be signed turned in daily to the facility manager and replace with a new inspection sheet for the following day. This list will consist of touch points, equipment, and any special high traffic areas in need of our scheduled cleaning and disinfecting. Those areas have been identified below.

4). Prior to entering the lab each student and faculty will be responsible for proper personal hygiene, for donning appropriate bonnet, and apron.

- A. Faculty and students will wash hands using defined handwashing and glove use protocol outlined by the CDC.
- B. Students will be responsible for cleaning, disinfecting and sanitizing their work station before and after use.
- C. Thoroughly detail-clean and sanitize the entire facility, especially if it has been closed. Focus on high-contact areas that would be touched by both employees and guests. Do not overlook seldom touched surfaces. Follow sanitizing material guidance to ensure it's at effective sanitizing strength and to protect surfaces.
- D. Avoid all food contact surfaces when using disinfectants.

Designated Location	Touch Points
Food Science Classroom 362	Light switches, cabinets, and surfaces

5). Restroom Cleaning and Disinfecting

- A. Rooms will be cleaned as scheduled by Operations in accordance to Course sections assigned to designated locations in the building. This will include

- 1. M362 Food Science Classroom

6). The following cleaning and disinfecting check list will be completed by Building Operations staff.

Disinfect Cleaning By:	
Date:	
Cleaning Protocol:	
Pick up trash	
Sweep	
Empty Trash receptacles	
Clean and disinfect sinks, toilets, and urinals	
Clean mirrors	
Spot clean walls, partitions, benches, dispersers, and lockers	
Disinfect doors and door handles inside and out	
Kaivac (on Friday) once a week	
Disinfect Cleaning By:	

7). Food preparation

- A. All safe food preparation techniques outlined by the National Restaurant Association’s ServSafe Food Handling Guidelines will be followed.
- B. All food will be prepared for take-out at home consumption and sensory evaluation tasting in compostable to go containers.
- C. Any extra food will be divided among the students safely according to faculty direction.
- D. All recipes used in the lab will have Hazard Analysis Critical Control Points (HACCP) indicated and followed.

8). Social Distancing

- A. All outlined MATC Social Distancing protocol must be followed.
- B. Take note of floor plans for common work areas, redesigning seating arrangements to ensure at least six feet of separation between table setups.
- C. Note signage at the entrance that states that no one with a fever or symptoms of COVID-19 is to be permitted in the lab.

- D. Limit contact between faculty and staff.
- E. Faculty will use online course content to reduce person-to-person interaction: mobile ordering and menu tablets; text on arrival for seating; contactless payment options.
- F. Follow floor markings for one way trafficking and proper 6 feet apart social distancing.
- G. Follow the staggered use assigned by faculty practice for student spacing to avoid standing directly opposite one another or next to each other.

References for development of protocol: NDEP ACEND Program Director Meeting held virtually May 13, 2020. Wisconsin Restaurant Association COVID 19 Re-opening Restaurant Guidance. Published April 22, 2020 accessed May 14, 2020. Restaurant.org/COVID 19 accessed May 14, 2020. MATC Social Distancing Protocol, accessed June 10, 2020.

Appendix C:  
**Healthcare Pathway**  
**AAS Nutrition & Dietetic Technician (10-313-1)**  
to  
**The Board of Regents of the University of Wisconsin System on behalf of**  
**University of Wisconsin-Milwaukee (UWM)**  
**Zilber College of Public Health**  
**BS Nutritional Sciences**

The following table outlines a typical transfer scenario, showing how the associate degree curriculum applies to the bachelor's degree and which requirements remain to complete at UWM. To maximize credit transfer, some substitutions may be identified. While every effort is made to maximize credit transfer, lack of alignment between degree programs and levels of instruction may require students to exceed 120 credits to meet all graduation requirements. Transfer results will differ based on individual students' transcripts.

<b>Degree Requirement</b>	<b>MATC Coursework</b>	<b>Cr</b>	<b>UWM Coursework</b>	<b>Cr</b>
GER Requirements	See Appendix B for additional MATC courses that can fulfill GERS			
Oral and Written Comm-Part A			ENGLISH 102	3
Oral and Written Comm-Part B			Met by Foundations coursework	--
Quantitative Literacy-Part A	MATH-200 Intermediate Algebra*	4	MATH 105	
Quantitative Literacy-Part B			Met by Foundations coursework	--
Foreign Language			Two years HS (or two semesters college)	--
Art			Various courses (see Appendix B)	3
Humanities (6 credits)	SPEECH-201 Elements of Speech*	3	COMMUN 103	
(w/ Cultural Diversity)			Various courses (see Appendix B)	3
Natural Science (6 credits)			Met by Foundations coursework	--
(including one lab)			Met by Foundations coursework	--
Social Science (6 credits)	PSYCH-231 Intro Psychology*	3	PSYCH 101	
	SOCSCI-172 Intro to Diversity Studies	3	SOCIOL 224 (sub for KIN 245)	
Additional Cultural Diversity	Met by SOCSCI-172	--		
<b>Foundations Courses</b>				
Found of Bio Sci I			BIO SCI 150	4
Anatomy & Physiology I			BIO SCI 202	4
Anatomy & Physiology II			BIO SCI 203	4
Gen Chemistry & Org Chem			CHEM 101 (or CHEM 102, 104 & 341)	5
Biochemistry			CHEM 103 (or CHEM 501)	5
Communication/GER HU	Met by SPEECH-201 above	--	COMMUN 103	
Writing/OWCB			ENGLISH 205, 207, or 310	3
Intermediate Algebra/QLA	Met by MATH-200 above	--	MATH 105	
Statistics in Health Prof/QLB			KIN 270 or similar statistics course	3
Psych/Soc Intro course	Met by PSYCH-231 above	--	PSYCH 101	
Client Diversity in Health Sci	SOCSCI-172 Intro to Diversity Studies	--	SOCIOL 224 (sub for KIN 245)	
Intro to Health Professions	Met by AAS degree	1	CHS 100	
Intro to Public Health			PH 101	3

Nutritional Sci Req Courses				
Intro to the Nutrition Profession	DIETNT-123	1	NUTR 101	
Intro to Food Principles & Prep	DIETNT-109	3	NUTR 110	
Intro to Nutrition	DIETNT-151	4	NUTR 235 (or BMS 232)	
Health Aspects of Exer/Nutrition			NUTR 230	3
Why We Eat What We Eat			NUTR 241	3

4

Life Cycle Nutrition	DIETNT-156 & 166	3	NUTR 245	
Nutrition Comm & Education			NUTR 350	3
Modifying Nutr/Eating Behavior	DIETNT-170	2	NUTR 355	
Nutrition & Disease Prevention			NUTR 435	3
Nutritional Sciences Capstone			NUTR 470	3
Upper-division (300+ level) NUTR Electives	DIETNT-124 & 134 DIETNT-125 & 135 DIETNT-155	3 3 3	NUTR U (Upper-Div Nutrition elective) NUTR U (Upper-Div Nutrition elective) NUTR 555	
General Electives				
	ENG-195 Written Communication or ENG-201 English I (preferred)	3	ENGLISH 101	
Upper-Div electives	Met by AAS degree completion	9		
	Remaining AAS degree credits	14	General elective credit	3
<b>TOTAL CREDITS (120 min.)</b>	*Recommended substitution.	62		58

Associates in Applied Science Nutrition & Dietetic Technician      Bachelor of  
 Science Human Biology—Pre-Dietetics Concentration 5 Year Plan with Integrated  
 Masters of Science in Nutrition and Dietetics (IMSND)

**Articulation Agreement**

The Human Biology Major at Mount Mary University provides students with the skills to prepare, communicate, and function in the field of dietetics. Mount Mary University requires a minimum of 120 credits and an additional 51 credits for a Masters degree to graduate. Provides a Bachelor’s of Science in Human Biology. While at MMU, students must meet all requirements of the major for application to Integrated Masters in Dietetics in Nutrition and Dietetics. The examination to become a Registered Dietitian/Nutritionist by the Commission on Dietetic Registration requires a Masters degree (starting 2024) and 1000 practice hours to achieve the RD/RDN credential. Contact the department chair for further information. Agreement Description: The purpose of this degree completion agreement is to provide a seamless transfer process for learners at Milwaukee Area Technical College to enter Mount Mary University for further education and credentials.

A.A.S. Nutrition & Dietetic Technician    B.S. Human Biology—Pre-Dietetics  
 Concentration with Integrated Masters of Science in Nutrition and Dietetics  
 (IMSND)

<b>DEGREE REQUIREMENTS</b>	
160 credits	
<b>MATC Courses</b>	<b>Mount Mary Courses</b>
<b>Major Courses (47 Credits)</b>	
DIETNT 109 Food Science (3) (Formerly DIETNT 107 Food Science (2)) with Lab	DTS 201 Intro to Food Science (3)
DIETNT 123 Dietetic Technician Orientation (1)	DTS 152 Profession of DTS (1)

DIENT 151 Nutrition for Dietetics (4)	DTS 250 Nutrition Principles (4)
DIETNT 155 Community Nutrition (3)	DTS 465 Intro to Community Nutrition (3)
DIETNT 156 Nutrition in the Life Cycle (2) DIETNT 166 Nutrition in the Life Cycle CP (1)	DTS 354 Applied Nutrition (3)
DIETNT 160 Medical Terminology (1)	OCT 201 Medical Terminology (1)
DIETNT 106 Food Service Sanitation (2) DIETNT 108 Food Service Management (3)	DTS 362 Quantity Food Service Procurement & Production (3)



<p>All other program classes can only transfer as electives and no direct program transfers.</p> <p>DIETNT 118 Food Service Management CP (1)</p> <p>DIETNT 124 Medical Nutrition Therapy 1 (3)</p> <p>DIETNT 134 Medical Nutrition Therapy 1 CP (1)</p> <p>DIETNT 152 Physiology for Dietetics (3)</p> <p>DIETNT 125 Medical Nutrition Therapy 2 (4)</p> <p>DIETNT 135 Medical Nutrition Therapy 2 CP (2)</p> <p>DIETNT 136 Medical Nutrition Therapy FE (3)</p> <p>DIETNT 146 Food Service Management FE (3)</p> <p>DIETNT 157 Food Service Management 2 (3)</p> <p>DIETNT 167 Food Service Management 2 Coord.Pr(2)</p> <p>DIETNT 170 Nutrition Counseling (2)</p>	
<p><b>Core Courses (min. 51 credits)</b></p>	
<p><b>Philosophy/Theology (min. 10 credits)</b></p>	
<p>Must take at Mount Mary</p>	<p>Philosophy (min. 3 credits)</p>
<p>Must take at Mount Mary</p>	<p>Theology (min. 3 credits)</p>
<p>Waived if &gt;24 years old or 15 credits from prior institution</p>	<p>SYM 110 Leadership for Social Justice (3)</p>

Must take at Mount Mary	Search for the Meaning of Life (min. 4 credits)
<b>Communication/Math (12 credits) – 22 Required for Major</b>	
	<b>Composition (min. 3 credits: ENG 120 required)</b>
ENG 201 English 1 (3)	ENG 110 Composition 1 (3) Prereq ENG 120 required (3)
ENG 202 English 2 (3)	ENG 120 College Research Writing (3)
	<b>Communication (min. 2 credits)</b>
201 Elements of Speech (3)	COM 104 Public Speaking (2)
	<b>Mathematics requirement (min. 3 credits at level 104 or higher)</b>
MATH 107 College Level Mathematics (3)	MAT 101 Pre-Algebra (3)
MATH 200 Intermediate Algebra (3)	MAT 105 Introductory Algebra (4) or test out
MATH 201 College Algebra(4)	MAT 111 College Algebra (4)
MATH 260 Elementary Statistics (3)	MAT 216 Elementary Statistics (3)
2 Semesters High School or 1 year College World Language	<b>World Language (min. 3 credits)</b>
<b>Literature/Fine Arts (min. 9 credits)</b> There are many courses that meet this requirement.	

Must take at Mount Mary	<b>Fine Arts (min. 3 credits)</b>
Must take at Mount Mary	<b>Literature (min. 3 credits)</b> <b>Additional Literature/Fine Arts Option (min. 3 credits)</b>
<b>Humanistic (min. 9 credits) – 13 Required for Major</b>	
<b>Must take at Mount Mary</b>	<b>History (min. 3 credits)</b>
MATH 260 Basic Statistics (3)	MAT 216 Elementary Statistics (4)
PSYCH 231 Introduction to Psychology(3)	PSY 103 Intro. Psychology (3)
SOCSCI-203 Introduction to Sociology (3)	SOC 101 Intro to Sociology (3)
Waived if >24 years old	SYM 110 Leadership for Social Justice (3)
<b>Natural Sciences (min. 3 credits) – 31 Required for Major</b>	
Must take at Mount Mary	BIO 100 Introductory Biology (4)
BIOSCI 201 (formerly NATSCI201) Anatomy & Physiology 1 (4)	BIO 212 Human Physiology (4)
BIOSCI 202 (formerly NATSCI202) Anatomy & Physiology 2 (4)	BIO 211 Human Anatomy (4)
Must take at Mount Mary	BIO 250 Cell Biology (3)
BIOSCI197 ( formerly NATSCI 197) Microbiology(3)	BIO 325 Microbiology (4)
CHEM 211 (formerly NATSCI 211) Chemistry 1 (5)	CHEM 113 Chemical Principles (4)

Must take at Mount Mary	CHEM 206 Organic and Biochemistry (4)
GEOSCI 259 (Formerly NATSCI 259) Genetics & Genomics (2) & GEOSCI 269 (Formerly NATSCI 269) Genetics & Genomics Lab (1)	BIO 337 Genetics (4)
<b>Major Course Options – 31 Required Master’s Level</b>	
	<p>DTS 505 Advanced Human Nutrition Macronutrients and Micronutrients (4)</p> <p>DTS 564 Medical Nutrition Therapy I (4)</p> <p>DTS 577 Counseling Skills (2)</p> <p>DTS 520 Food and Nutrition Systems Management (3)</p> <p>DTS 566 Medical Nutrition Therapy II (4)</p> <p>DTS 574 Nutrition Research I (3)</p> <p>DTS 576 Nutrition Communications &amp; Education (2)</p> <p>DTS 570 Community Nutrition Program Management (2)</p> <p>DTS 570 Community Nutrition Program Management (3)</p> <p>DTS 605 Leadership in Dietetics (3)</p> <p>DTS 714 Research Design &amp; Analysis II (3)</p> <p>DTS 675 SEL in Community and Management (6)</p> <p>DTS 676 SEL in Medical Nutrition Therapy (6)</p> <p>DTS 678 Seminar (1)</p> <p>DTS 770 Applied Graduate Research (2)</p> <p>Dietetics Courses of Student’s Choice Required (6)</p>

\*This chart represents only those courses required for an AAS in Dietetic Technician from MATC. A student may have accrued more credits, and up to 62 credits will be granted for courses at MATC in which a student has

earned a grade of “C” (2.0) or better. The total 31 credits to complete a Master’s Degree is a minimum credits from Mount Mary. This concentration equals 160 credits.