



GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH

Nutrition

Handbook for the
Master of Public Health/Registered Dietitian Program

Fall 2020

Practicum Coordinators:

Amanda Holliday, MS, RD, LDN
Program Director
Practice Advancement and Continuing Education Division
Clinical Associate Professor, Department of Nutrition and Medicine
Office: 2211 McGavran-Greenberg
Phone: 919.966.7214
amanda_holliday@unc.edu

Beth Jenks, MS, RD, LDN
Assistant Program Director and Instructor
Office: 2217-B McGavran-Greenberg
Phone: 919.962-9040
beth_jenks@unc.edu

Seema Agrawal, EdD, MS, RD, LDN
Clinical Assistant Professor
Phone: 919.843.2476
seema.agrawal@unc.edu

Kate Sayre, MPH, RDN, LDN
Outreach Services Coordinator and Instructor
Office: 2216A McGavran-Greenberg
Phone: 919.966.0245
kate.sayre@unc.edu

Melissa Walter, MPH, RDN, LDN
Program Coordinator and Director, PRISM
Office: 2216B McGavran-Greenberg
Phone: 919.649.2384
melissawalter@unc.edu

Academic Coordinator

Jonathan Earnest, MA, CHC
Office: 260 Rosenau Hall
Phone: 919.966.7212
Fax: 919.966.7216
earnestj@email.unc.edu

PACE Division Administration Manager

Tammy Elliott
Office: 2217A McGavran Greenberg Hall
Phone: 919.966.7344
Fax: 919.966.7216
tammy_elliott@unc.edu

PRISM Technical Support: melissawalter@unc.edu

TABLE OF CONTENTS

INTRODUCTION	4
Program Overview	4
Mission	4
Diversity and Inclusion	4
Goals	5
Time Required	6
Licensure	6
Program Support	7
The Academic Coordinator	7
The Faculty Mentor	7
The Practicum Coordinator	8
PRISM Support	8
The MPH Committee	8
SCHOOL OF PUBLIC HEALTH and DEPARTMENT OF NUTRITION REQUIREMENTS	9
Required Coursework for the Master of Public Health/Registered Dietitian	9
Course Schedule: Master of Public Health/Registered Dietitian (MPH/RD)	9
Course Descriptions	10
Supervised/Applied Practice Experiences: Master of Public Health/Registered Dietitian (MPH/RD)	10
COVID-19 Program Modifications	11
Clinical Nutrition Experience	11
Foodservice Management Experience	12
Public Health Nutrition Experience	12
Advanced Nutrition Experience	12
Expanded Study Options	12
LEARNING OUTCOMES AND STUDENT EVALUATION	12
Student Monitoring and Evaluation	13
Academic Eligibility	13
RESOLUTION OF CONFLICTS	13
STUDENT EXPENSES	14
Tuition and Fees	14
Miscellaneous Expenses	14
Health Insurance	15
APPLICATION FOR GRADUATION	15
VERIFICATION STATEMENTS	15

APPENDIX A: ACEND® Competencies	16
APPENDIX B: Competencies and Learning Objectives [2016 Council on Education for Public Health (CEPH) Criteria]	21
APPENDIX C: AHEC Housing	23
APPENDIX D: Signatures	24
APPENDIX E: Practicum - Frequently Asked Questions	25
What is the difference between my practicum and my field experiences?	25
What are the components of the Gillings MPH practicum program?	25
What practicum/field experience hours are required of MPH/RD Students?	25
Will COVID-19 restrictions impact my ability to complete my practicum?	26
When should students register for the practicum/field experience preparation course (SPHG 701: MPH Practicum Preparation)?	26
When can students begin their practicum hours?	26
What type of organization can host a practicum student?	26
Can students do a practicum with their regular place of employment?	26
What are the responsibilities of a student during his or her practicum/field experience?	26
Who can serve as a practicum preceptor?	27
Can students work with Gillings faculty for the practicum?	27
What are the roles and responsibilities of a preceptor?	27
Do the student-preceptor interactions need to be in-person?	27
When should students register for Public Health Nutrition Management (NUTR 723)?	27
Do students receive compensation for their practicum work?	27
Are students responsible for the costs associated with the practicum experience?	28
Does Gillings provide any funding to support practica?	28
Are students guaranteed a practicum site within commuting distance of their home?	28

INTRODUCTION

Program Overview

The Master of Public Health (MPH) in Nutrition was the first degree offered by the Department of Nutrition. Since the first three students received their MPH degrees in 1951, the program continues to grow. In 2018, The Gillings School of Global Public Health at the University of North Carolina at Chapel Hill became one of the first in the country to be an ACEND® (Accreditation Council on Education in Nutrition and Dietetics)-accredited [Future Education Model](#)-Graduate program, a model focused on the [acquisition of competencies and skills](#) over the acquisition of hours. UNC's program is recognized throughout the United States for the excellence of its training in public health nutrition.

Nutrition is recognized as one of the most important environmental determinants of health throughout the life cycle. It is a key factor in successful pregnancy outcomes, in the physical and mental development of infants and children, and in promoting health throughout the lifespan. Current research stresses nutrition and diet as critical factors in prevention and treatment of most chronic diseases. The safety, quality, quantity, and distribution of local, national, and world food supplies are major public policy issues.

Completion of the MPH/Registered Dietitian program provides the graduate with a strong background in the science and practice of public health along with a sound knowledge of the science of human nutrition and of food science.

Mission

The mission of the MPH/RD program is to prepare future leaders in nutrition and dietetics through effective classroom education and practical community and clinical experiences both locally and globally. We are committed to ensuring that our program is a diverse, inclusive, civil, and welcoming community.

Diversity and Inclusion

Diversity and inclusion are central to the mission of the School of Public Health—to improve public health, promote individual well-being, and eliminate health disparities across North Carolina and around the world. Diversity and inclusion are assets that contribute to our strength, excellence, and individual and institutional success. We welcome, value, and learn from individual differences and perspectives. These include but are not limited to: cultural and racial/ethnic background, country of origin, gender, age, socioeconomic status, physical and learning abilities, physical appearance, religion, political perspective, sexual identity, and veteran status. **Diversity, inclusiveness, and civility are core values we hold, as well as characteristics of the School that we intend to strengthen.**

In order to promote humility in the realm of diversity, the Department of Nutrition houses its own Diversity and Inclusion (D&I) Committee, which consists of various faculty, staff, and student representatives including the MPH/RD Academic Advisor, Jonathan Earnest, and the MPH/RD Program Director, Amanda Holliday. The D&I Committee's mission is to ensure the Department is continually

striving to welcome, value, and learn from diverse student backgrounds both within Gillings and the Department itself.

Furthermore, we are committed to expanding diversity and inclusiveness within the MPH/RD program and in the field of dietetics. We measure diversity and inclusion not only in numbers, but also by the extent to which students, alumni, faculty, and staff members perceive the School's environment as welcoming, valuing all individuals, and supporting their development. Additionally, **we recognize that while the field of dietetics is not traditionally the most diverse, it is crucial for the advancement of this field that its practitioners are representative of the diverse populations they serve.**

For more information, please visit the Gillings School of Global Public Health's [Diversity and Inclusion website](#).

Goals

Two program goals have been identified, with the following outcome measures:

Goal one: To provide an educational environment that enhances students' critical thinking, problem solving, and decision-making skills producing graduates that will be leaders in the field of nutrition and dietetics (public health, clinical, policy or nutrition research).

Outcomes:

1. At least 90% of students will rate the program as "meets expectations" or higher when asked about this program goal on the exit survey.
2. At least 80% of employers will rate the program as "meets expectations" or higher when asked about this program goal on the employer survey.
3. At least 90% of students who enroll in the program are expected to complete program/degree requirements within 150% of the time planned for completion (36 months).
4. Over a 5 year period, 80% of graduates who take the RD exam will pass the test on the first attempt.
5. At least 70% of MPH graduates who seek employment in nutrition will be employed within three months of program completion.

Goal two: To prepare competent entry-level practitioners in nutrition and dietetics who can assess and support the nutritional needs of individuals and communities.

Outcomes:

1. 95% of students will receive a final grade of "P" or pass in the Clinical Nutrition Experience.
2. 95% of students will receive a final grade of "P" or pass in the Public Health Nutrition Experience.
3. 95% of students will receive a final grade of "P" or pass in the Advanced Nutrition Experience.
4. When answering the question on the graduate survey about their ability to assess and support the nutritional needs of individuals and communities, 90% of graduates will "agree" or "strongly agree."
5. When answering the question on the employer survey about their ability to assess and support the nutritional needs of individuals and communities, 90% of graduates will "agree" or "strongly agree."

The data measuring program achievement of these goals is available upon request. Please contact the Program Director if you would like this information.

Additional public health and nutrition goals, based on 2016 Council on Education for Public Health (CEPH) accreditation criteria, may be found in [Appendix B](#).

Time Required

Typically, it takes 24 months to complete the MPH and Registered Dietitian training. Full time registration requires a minimum of nine credits per semester, but 12-15 credits per semester is a more usual course load. Students may also choose to extend their program to take additional elective coursework or to complete a research project. Students enrolling in the MPH Program may also wish to consider completing a [certificate program](#) concurrently.

An MPH graduate student has 36 months (150% of program length) from the date of first registration in the Graduate School to complete the Master's degree.

Licensure

The MPH/RD track of the UNC program leads to a Master's degree in Public Health and eligibility for the Commission on Dietetic Registration (CDR) exam. This program does not itself lead to a license. State and federal statutes and regulations may specifically require or exempt licensure in order to practice. Additionally, individual facilities may have requirements that are above or separate from state specific regulations. For most states, registration with the Commission on Dietetic Registration, graduation from an accredited program, fulfilling fieldwork requirements, and passage of an exam fulfills the baseline licensure requirements.

The University of North Carolina's Gillings School of Global Public Health is an Accredited School of Public Health under the Council on Education for Public Health (CEPH). The UNC Gillings School of Global Public Health MPH/RD program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), following the Future Practice Model.

The table found [here](#) provides a state by state breakdown of comparable licenses, including a determination of eligibility for licensure. This information is designed as a baseline determination of whether the program meets individual state specific requirements. Other licenses may be more applicable and/or require additional standards. Licensure requirements and appropriate pathways are subject to change and may differ based on individual student backgrounds, including coursework taken outside the scope of the program. Students should do their own due diligence and determine the appropriate pathway and license type for themselves. The Academy of Nutrition and Dietetics provides an [overview of regulation and licensure laws across the US](#).

Program Support

The Academic Coordinator

An academic coordinator is assigned to each student to serve as the student's primary academic advisor. This coordinator is an expert in navigating academic policies, procedures, program requirements, and campus resources. He or she helps with necessary paperwork including, but not limited to, registration information and processes, policy exceptions, transfer requests, and continuous enrollment or leave of absences. The coordinator assists in tracking student progress toward degree completion.

The academic coordinator is also able to support or make referrals to address student needs related to learning strategies, effective study habits, test-taking strategies and test anxiety, time management, campus involvement in various groups and activities, and other campus resources. The academic coordinator is available via email, appointment, or drop-in.

During the admissions process, most students will have interacted with the Department of Nutrition's academic coordinator, Jonathan Earnest. Jonathan is available as a student advocate to assist students in identifying and locating resources and requirements in the department, School of Public Health, and University levels. Jonathan can assist students with a variety of needs including:

- Course and registration advising
- Obtaining Email addresses
- [UNC One Card](#)
- Finding the Nutrition Student Workroom
- [Health Science and other University libraries](#)
- Health Affairs Bookstore within Student Stores
- Seeking Financial assistance or department employment opportunities
- Assistance with registering, adding/dropping courses, or withdrawal from the University
- University-wide resources
- Student health, insurance, and counseling services
- Parking permits
- [Connect Carolina](#) - online registration system
- [The Writing Center](#)
- Access to tutorial support and remedial instruction

For more information and graduate school policies pertaining to withdrawal from the university, refund of tuition and fees, protection of privacy of student information, access to health services, counseling, testing, and financial aid, please view the [Graduate School Handbook](#). For information about accessing student records, please view the [Policies and Procedures under the Family Educational Rights and Privacy Act of 1974](#).

The Faculty Mentor

A faculty mentor is assigned to each student based on the student's interest in a specific field of study within the nutrition concentration. The mentor provides feedback regarding career interests, trends in the field, conferences and professional development opportunities, academic goals, course selection,

and job and award activities. Faculty mentors often write letters of reference and support students who are seeking funding, awards, or jobs.

The faculty mentor meets with the student at the beginning of the term and during each pre-registration period. The following form may be used to guide you in your communication with your mentor: <https://sph.unc.edu/nutr/department-of-nutrition-student-advising-meeting-notes/> The faculty mentor is available by appointment, typically not drop-in. Contact your faculty mentor by email and request a meeting within the first few weeks of the semester to introduce yourself. Do not hesitate to email again if the first message does not get a reply within 2 business days.

In addition to guidance from a mentor, students are encouraged to consult with other faculty members in order to benefit from the diversity of faculty research and experience. You will get to know faculty from the classes you take, from research positions or jobs, and through other meetings or activities at Gillings. Faculty members can serve as future references for you, connect you with future employers, and/or help you with networking and career planning in your area of study. Students are responsible for seeking out, scheduling, preparing for, and keeping appointments with faculty members.

The Practicum Coordinator

A practicum coordinator is assigned to each student to guide the student through his or her field experiences. This coordinator supports students in each of the supervised practice experiences—providing email, telephone, technical, and problem solving support; answering questions about deliverables; visiting students at the midpoint of their clinical and public health rotations; communicating with site preceptors, etc.

PRISM Support

All onboarding documents, course syllabi and field experience handbooks, assignments, and evaluation rubrics are kept on [PRISM](#), your MPH program management system. You will complete assignments here, communicate with instructors and preceptors, etc.

To set up your PRISM account, go to <https://prism.sirs.unc.edu>. Click “Forgot Your Password?” You will receive an email guiding you to set a password and access PRISM. This email is good for one hour. Please be sure to add your photo and enter your contact information. Contact Melissa Walter (melissawalter@unc.edu) with any questions.

The MPH Committee

A committee of Department faculty is responsible for the administration of the MPH program. Their responsibilities include both admission to the MPH program and curriculum requirements. For the 2020-2021 school year, committee members include Seema Agrawal, Melinda Beck, Jonathan Earnest, Amanda Holliday, Beth Jenks, Stephanie Martin, Katie Meyer, Susan Sumner, Kim Truesdale, and Heather Wasser.

SCHOOL OF PUBLIC HEALTH and DEPARTMENT OF NUTRITION REQUIREMENTS

Required Coursework for the Master of Public Health/Registered Dietitian

The Gillings MPH/RD is a twenty-four month program preparing students for careers in clinical nutrition or public health and community leadership. This program is also for students who have received a [Verification Statement](#)* from an ACEND® Accredited/Approved Didactic Program in Dietetics. The program includes coursework and experiences that satisfy the [Future Education Model-Graduate Requirements](#) of ACEND® to prepare students for eligibility to take the examination for dietetic registration; coursework also satisfies competencies for the Associations of Schools and Programs of Public Health (ASPPH) and the Council on Education for Public Health (CEPH).

All candidates for the MPH/RD degree in the Gillings School of Global Public Health (GSGPH) are required to participate in both course and experiential requirements. Course content includes:

1. [Public health core courses](#) that orient all MPH students to the public health perspective and use of population-based data management: SPHG 711, 712, 713, 721, 722, 701 (MPH/RD students will substitute NUTR 701 for SPHG 701), 702 (MPH/RD students will substitute NUTR 723 for SPHG 702). **When registering, see course outline below for course numbers and prerequisites.**
2. A nutrition concentration that provides both in-depth knowledge of biological, clinical, and behavioral aspects of human nutrition and food selection AND an understanding of nutrition problems in the community and application of public health solutions.
3. A minimum of 42 credit hours.
4. 1013 hours of supervised field experience--995 internship hours, with the remaining 18 hours completed during field activities throughout coursework--to obtain a [verification statement](#) to establish eligibility to take the registration examination for dietitians. Information about the content and hours of supervised field experience can be found in the Public Health, Clinical, Advanced Nutrition and Foodservice Management Experience handbooks.

**An official Verification Statement must be given to the Academic Coordinator.*

Course Schedule: Master of Public Health/Registered Dietitian (MPH/RD)

Fall Semester 2020

SPHG 711 Analysis (2 credits)

SPHG 712 Methods and Measures (2 credits)

SPHG 713 Understanding Public Health Issues (2 credits)

NUTR 711 Nutrition Across the Lifecycle (3 credits)*

NUTR 712 Nutrition Counseling, Communication and Culture (3 credits)

Total Semester Credits: 12

Spring Semester 2021

SPHG 721 Conceptualizing Public Health Solutions (2 credits)

SPHG 722 Implementing Public Health Solutions (4 credits)

NUTR 714 Nutritional Biochemistry (3 credits); *students must take NUTR 714 prior to NUTR 715; both of these courses are recommended prior to NUTR 701*

NUTR 715 Medical Nutrition Therapy (4 credits)

NUTR 701 MPH Practicum Preparation - RD Specific (2 credits); *prerequisites for all students are SPHG 711, 712, and 713; it is recommended that students complete NUTR 714 and NUTR 715 prior to or concurrent with NUTR 701.*

Total Semester Credits: 15

Summer Session I 2021:

Students may begin field experiences after completing all of the above course requirements; the order and timing of internships may vary based on site availability due to COVID-19.

Clinical Nutrition Field Experience (10 weeks)

Foodservice Management Experience (2 weeks)

Total Semester Credits: 0

Fall Semester 2021

NUTR 723 Public Health Nutrition Management (3 credits): *for MPH/RD students, this substitutes for SPHG 702. Students must register for NUTR 723 following their Summer Session 1 internships.*

NUTR 805 Nutrition Policy (3 credits)

Elective(s): (minimum 3 credits)**

Total Semester Credits: 9

Spring Semester 2022

SPHG 992 Nutrition MPH Integrative Learning Experience (3 credits)

NUTR 765 Nutritional Epidemiology (3 credits)

NUTR 760/L Food Science and Food Science Lab (3 credits)*

Elective(s): *students may take MNT Case Study elective; no course number yet assigned*

Total Semester Credits: 9

Summer Session II 2022

The order and timing of internships may vary based on site availability due to COVID-19.

Public Health Nutrition Experience (6 weeks)

Advanced Nutrition Experience (6 weeks)

Total Semester Credits: 0

**Students who have received a verification statement may be exempted from NUTR 711 and NUTR 760/L. Please speak to your academic coordinator if you are interested in this exemption.*

***Note that students are required to take 9 credit hours per semester to maintain full-time status for financial aid.*

Course Descriptions

Descriptions for all nutrition courses may be found on [UNC's website](#). Information about the Gillings MPH Core (semesters 1 and 2) may be found on the [Gillings website](#).

Supervised/Applied Practice Experiences: Master of Public Health/Registered Dietitian (MPH/RD)

Supervised or applied practice experiences in the field prepare students for careers in clinical nutrition or public health and community leadership. Your [ACEND®-accredited supervised practice experiences](#)

include the Clinical Nutrition Experience, Foodservice Management Experience, Public Health Nutrition Experience, and Advanced Nutrition Experience. Your [CEPH-accredited applied practice experience/practicum](#) is comprised only of your Clinical Nutrition Experience. Together, these four primary field experiences include 995 hours of “hands-on” practice (additional supervised practice hours will be completed during field activities throughout coursework, for a total of 1013 hours). These experiences provide students an opportunity to apply the knowledge and skills acquired through their coursework and further develop and demonstrate attainment of program learning outcomes and competencies. Detailed information about each of these experiences can be found in UNC Nutrition Experience Handbooks which will be posted in PRISM and given to students in advance of each experience.

Students assume full responsibility for their own safety in the course of travel to and from supervised practice sites, as well as for the cost of this travel. Students are also responsible for the treatment cost of any injury that occurs during these placements. Students must complete onboarding documentation required by their site, including drug testing, criminal background checks, and immunizations. **Students doing supervised field practice must not be used to replace employees. Any student being paid compensation as part of the program must adhere to policies set forth by the program.**

COVID-19 Program Modifications

Per [ACEND®](#), students are increasingly unable to complete their rotations at various practice sites due to COVID-19. It is estimated that the impact of the COVID-19 situation will be prolonged, resulting in the loss of practice sites and suspension of practicums for the current and incoming classes of students/interns. Programs such as UNC’s are authorized to make decisions to provide coursework or supervised practice experiences differently than what was originally advertised when you applied to the program, as long as the program ultimately provides the necessary coursework to meet ACEND®’s curriculum requirements. Programs must ensure that students demonstrate they met all competencies before receiving a verification statement.

Due to the pandemic, ACEND® has expanded the requirements for field experiences so programs can offer additional supervised practice hours using simulations, case studies, role play and/or other practice activities. Authentic activities in real-world professional settings do not need to be in-person, but they must include real clients/patients and/or entail real-life situations.

Clinical Nutrition Experience

The Clinical Nutrition Experience (400 hours) offers learning experiences to meet both [ACEND®](#) and [CEPH competencies](#) in clinical nutrition and dietetics practice. Through hands-on practice under the supervision of a Registered Dietitian, accompanied by the development of CEPH practicum products to benefit the field site and projects to support student learning, students develop an understanding of the role of the clinical dietitian, the opportunities and constraints of the healthcare setting in providing nutritional care to patients, and awareness of the need for continuity of patient care between the healthcare facility and the public health agency.

[Foodservice Management Experience](#)

The Foodservice Management Experience (115 hours total) consists of 80 supervised field hours at a local foodservice facility (university, hospital, etc.) or a foodservice facility affiliated with the student's clinical nutrition site. Students complete online foodservice management modules (25 hours) and take a ServSafe Manager's Training course and certification exam (10 hours) to prepare for their foodservice rotations (80 hours). These activities all meet [ACEND®](#) competencies.

[Public Health Nutrition Experience](#)

The Public Health Nutrition Experience (240 hours) offers learning experiences to meet [ACEND®](#) competencies. It provides students with an understanding of how a public health department or organization supports its community. Students are assigned to a state or local health agency for their community field experience under the direction of a public health nutritionist/dietitian preceptor.

[Advanced Nutrition Experience](#)

The Advanced Nutrition Experience (240 hours) offers more focused learning experiences to meet [ACEND®](#) competencies. Students are placed in domestic and international organizations (governmental, non-profit, and private sector) that have a role in supporting nutritional health and well-being. This experience provides students with the opportunity to integrate theory with practice, facilitate the transition from student to professional status, and clarify short-term career objectives in a supportive and nurturing environment. The Advanced Nutrition Experience is tailored to the interests and professional goals of the individual student.

Please see [Appendix E](#) for Frequently Asked Questions about your CEPH practicum and the above field experiences.

Expanded Study Options

MPH/RD students may wish to extend the period of study to include expanded study in an area related to nutrition professional practice. For example, some students wish to pursue additional coursework in exercise science, maternal and child health, or health behavior. At UNC, a formal minor in a subject area requires 9-credit hours for a master's student and requirements vary across departments and disciplines. However, many students take fewer credits to gain the desired knowledge and skill base. Students are encouraged to discuss these interests with the academic coordinator early in the course of study in order to tailor the educational program of study. Students may extend the course of study for an additional semester to meet such goals.

LEARNING OUTCOMES AND STUDENT EVALUATION

The MPH Program in the Department of Nutrition is designed to provide graduates with a breadth of integrated knowledge and skills in nutrition science, clinical nutrition, nutrition behavior, and public health principles and practice. Learning outcomes are based in part on knowledge and skills articulated by the relevant professional accreditation associations such as the [Accreditation Council for Education in Nutrition and Dietetics](#) (ACEND®) and the [Council on Education for Public Health](#) (CEPH).

The competencies listed in [Appendices A](#) and [B](#) describe the expected breadth of knowledge and learning outcomes on completion of the MPH/RD program in Nutrition. The School must have documentation for every graduate student about his or her progress toward achieving these specific competencies. Students will be taught and assessed on competencies in their MPH integrated core and nutrition program courses.

Student Monitoring and Evaluation

Both formal evaluation (course grades, field experience performance assessments, and competency evaluations) and informal evaluation (on-site or phone assessment by field experience preceptors during guided conversations about student performance) are built into the program. Faculty and students have a mutual responsibility to work together to assure appropriate performance in coursework.

Academic Eligibility

Please see [The Graduate School Handbook](#) for information on Graduate grading policies, academic eligibility, remediation, disciplinary action, and reinstatement.

RESOLUTION OF CONFLICTS

A variety of avenues exist for problem-solving. In the event that there is a dispute regarding a permanent course grade, the student should first address his or her concerns with the instructor who assigned the grade. Thereafter, procedures are outlined in the [Graduate School Handbook](#). For other conflicts between students and staff or faculty, every attempt should first be made to solve the problem independently. If resolution is not gained, the Chair of the MPH committee should be consulted. If unresolved by the committee chair, a faculty member appointed by the department Chair to head the department grievance committee can be asked to meet with both parties of a dispute. Subsequent steps to resolve disputes are set forth in the booklet [Teaching Assistants and Professors as a Teaching Team](#), available from [The Center for Faculty Excellence](#). A record of student complaints will be kept by the program director for a period of seven years, including the resolution of complaints.

The [Accreditation Council for Education in Nutrition and Dietetics \(ACEND®\)](#) will review complaints that relate to a program's compliance with the accreditation/approval standards. This should only occur after the student has exhausted all other options available to him/her. Contact information for ACEND®:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
312.899.0040 x5400
ACEND@eatright.org

The intern is protected from retaliation as a result of filing a complaint related to the dietetic internship program.

STUDENT EXPENSES

Expenses for students include tuition, fees, books, supplies, health insurance and miscellaneous program incidentals. The expenses below are for 2019-2020; this will be updated when 2020-2021 tuition/fees are released by the cashier's office. *Note that expenses below are estimated based on [2019-2020 tuition rates](#), p 8. Please refer to the [Cashier's Office](#) for the most recent tuition rates.*

Tuition and Fees

YEAR 1	NC RESIDENT	NON-NC RESIDENT
Tuition/Fees, Academic Year	\$20,376.64	\$37,345.64
Graduate Student Orientation Fee	\$15.00	\$15.00
Tuition/Fees/1st Summer:		
Program Registration	\$3,131.00	\$3,131.00
Field Experience 1*	\$3,131.00	\$3,131.00
Books/Supplies (2 semesters)	\$1,442.00	\$1,442.00
Estimated Total Year 1 <i>does not include health insurance</i>	\$28,095.64	\$45,064.64
YEAR 2	NC RESIDENT	NON-NC RESIDENT
Tuition/Fees, Academic Year	\$20,376.64	\$37,345.64
Food Science Lab Fee	\$50.00	\$50.00
Tuition/Fees/2nd Summer:		
Field Experience 2*	\$3,131.00	\$3,131.00
Field Experience 3*	\$3,131.00	\$3,131.00
Books/Supplies (2 semesters)	\$1,442.00	\$1,442.00
Estimated Total Year 2 <i>does not include health insurance</i>	\$28,095.64	\$45,064.64
Estimated Total, Entire Program	\$56,191.28	\$90,129.28

*If paying field experience fees by credit card, there is an additional 3% credit card fee.

Miscellaneous Expenses

The above fees do not include expenses for housing, food, travel, etc. incurred during supervised field experiences. NC Area Health Education Centers (AHEC) student housing is available in some field experience locations.

Additional program expenses may include items such as lab coats, non-slip shoes, a clinical pocket guide, Academy of Nutrition and Dietetics memberships or other professional memberships.

Health Insurance

While students are in Chapel Hill, their routine health needs may be met through [Campus Health Services](#). All students dually enrolled in a graduate program and supervised field experience are required to have health insurance coverage throughout their enrollment, including during all field experiences. Coverage options may be found below.

- **UNC Student Blue:** <http://studentbluenc.com/#/uncch>
- **Other Policy Options:**
<https://campushealth.unc.edu/charges-insurance/mandatory-student-health-insurance-hard-waiver-process/health-insurance-options>

Costs for services not covered by insurance are the responsibility of the student and not the Department. Students completing field experiences are required to demonstrate health insurance coverage to their field sites. Malpractice insurance is provided for all students involved in supervised field experiences; the Department presently covers the cost of this insurance. Proof of insurance is sent to sites prior to students' first day.

Liability for safety in travel to or from assigned areas is the student's responsibility.

APPLICATION FOR GRADUATION

Each student must be registered for 3 credits of NUTR 992 during the semester he/she expects to graduate, signifying that he/she has completed all requirements for the master's degree and is eligible to graduate at the end of the Advanced Nutrition Field Experience. Students must complete the *Application for Graduation* form online through the [ConnectCarolina](#) student portal prior to the posted deadline. Please visit the [site of the Office of the University Registrar](#) for deadlines.

VERIFICATION STATEMENTS

[Verification statements](#) are issued to MPH/RD students once they have completed all program requirements and the Graduate School has cleared the student for graduation. Required paperwork/online forms for verification statement completion and scheduling the RD exam are given and reviewed prior to graduation, during the graduate exit meeting. Verification statements are then generally given to students at graduation.

APPENDIX A: ACEND® Competencies

The ACEND® Standards Committee developed standards and competencies for a new model for education in nutrition and dietetics with the purpose of advancing the profession and protecting the public. These comprise the [Future Education Model Accreditation Standards for Graduate Degree Programs in Nutrition and Dietetics](#). UNC’s MPH/RD program is a Future Education Model (FEM) early adopter demonstration program.

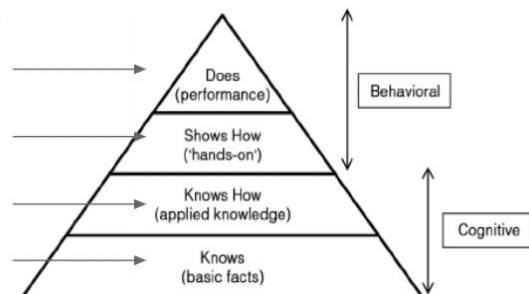
Competency Based Education Under the Future Education Model

Over the past decade, competency-based education (CBE) has become the format for numerous health profession education programs to improve graduates’ entry-level performance. In a CBE framework, the focus is on defining and measuring progress toward reaching the required competencies (the described knowledge, skill and judgment) needed to perform as a professional, rather than focusing on the successful completion of required courses and supervised practice hours.

The ACEND Future Education Model Accreditation Standards emphasize integration of didactic and experiential learning to develop competence as the organizing principle of the curriculum and focus assessment on demonstration of competence. Both formative assessment (during the instruction period to provide feedback for improvement) and summative assessment (at the end of an instruction period) are used in the Future Education Model demonstration programs.

ACEND has modeled the development and assessment of competencies in the demonstration programs on Miller’s Assessment Pyramid (Miller GE. The assessment of clinical skills/competence/performance. Acad. Med.1990; 65(9):63-67.), illustrating the progression of competence development from “knows”, to “shows” and then “does” in practice. Future Education Model students at UNC will see their evaluations based on Miller’s Pyramid, as shown below:

5	DOES: The student is able to <u>function independently</u> in utilizing his or her knowledge of the competency in a professional setting.
4	SHOWS: The student is able to <u>demonstrate</u> that, in a supervised practice setting, he or she can perform actions related to this competency based on his or her knowledge of the competency in a professional setting.
3	KNOWS HOW: The student <u>knows how</u> to use his or her knowledge of this function as a competent professional and has demonstrated this in a classroom setting.
2	KNOWS: The student <u>knows what</u> is required to carry out this function as a competent professional.
1	The student lacks adequate knowledge to practice and perform this function as a competent professional.



UNC’s MPH/RD program has adopted the following FEM competencies to guide the development of the program. Course/field experience in which the primary evaluation takes place is noted in parentheses, as well as remediation activities should a student require additional practice and evaluation. A full list of the following competencies and related performance indicators of these competencies may be found [here](#). The competencies and performance indicators being measured in field experiences may be found

in field experience handbooks; the competencies and performance indicators being measured in coursework may be found in course syllabi.

Unit 1 - Foundational Knowledge: Applies foundational sciences to food and nutrition knowledge to meet the needs of individuals, groups, and organizations.	
1.1	Applies understanding of environmental, molecular factors (e.g. genes, proteins, metabolites), and food in the development and mgmt of disease. (CNE)
	<i>Remediation: Student will complete new EHR Go case study and presentation that allows for application of understanding.</i>
1.2	Applies understanding of anatomy, physiology, biochemistry (CNE)
	<i>Remediation: Student will be required to take and pass Medical Nutrition Therapy Case Review course.</i>
1.3	Applies knowledge of microbiology and food safety. (FSM)
	<i>Remediation: Student application of knowledge will be measured in NUTR760L Food Science Lab.</i>
1.4	Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modification to food. (NUTR 760)
	<i>Remediation: Student will repeat or update project in which competency was measured.</i>
1.5	Applies knowledge of pathophysiology and nutritional biochemistry to physiology, health, and disease. (CNE)
	<i>Remediation: Student will be required to take and pass Medical Nutrition Therapy Case Review course.</i>
1.6	Applies knowledge of social, psychological, and environmental aspects of eating and food. (PHNE)
	<i>Remediation: Student will complete a public health case study that includes application of socio-ecological model. Student will present this to a specific audience; student will complete a brief community/environmental/psychological assessment of audience prior to presentation development.</i>
1.7	Integrates the principles of cultural competence within own practice and when directing services. (NUTR 712)
	<i>Remediation: Student will receive feedback and guidance on (recorded) simulated patient experience then will counsel on the same case, with instructor or TA as patient, and be recorded/reassessed.</i>
1.8	Applies knowledge of pharmacology to recommend, prescribe, and administer medical nutrition therapy. (CNE)
	<i>Remediation: Student will complete new EHR Go case study and presentation.</i>
1.9	Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health, and wellness. (NUTR 715)
	<i>Remediation: Student will receive feedback and guidance on simulated patient experience then will counsel on the same case, with instructor or TA as patient, and be recorded/reassessed.</i>
1.10	Applies knowledge of math and statistics. (SPHG 711)
	<i>Remediation: Student will demonstrate application of knowledge in NUTR 765.</i>
1.11	Applies knowledge of medical terminology when communicating with individuals, groups, and other health professionals. (CNE)

	<i>Remediation: Student will be required to take and pass Medical Nutrition Therapy Case Review course.</i>
1.12	Demonstrates knowledge of and is able to manage food preparation techniques. (FSM)
	<i>Remediation: Student will demonstrate application of knowledge in NUTR 760L Food Science Lab.</i>
1.13	Demonstrates computer skills and uses nutrition informatics in the decision making process. (CNE)
	<i>Remediation: Remediation: Student will complete new EHR Go case study with chart note.</i>
1.14	Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle. (NUTR 715)
	<i>Remediation: Student will repeat assignment in which competency was measured.</i>
1.15	Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. (PHNE)
	<i>Remediation: Student will develop and provide presentation that demonstrates understanding of this competency.</i>
1.16	Gains a foundational knowledge of public and global health issues, policies, and nutritional needs. (NUTR 805)
	<i>Remediation: Student will repeat assignment in which competency was measured.</i>
Unit 2 - Client/Patient Services: Applies and integrates client/patient-centered principles and competent nutrition and dietetics practice to ensure positive outcomes.	
2.1	Applies a framework to assess, develop, implement, and evaluate products, programs, and services. (NUTR 723)
	<i>Remediation: Student will receive feedback on grant proposal project; student will make revisions and be reassessed on new proposal.</i>
2.2	Selects, develops and/or implements nutritional screening tools for individuals, groups, or populations. (NUTR 715)
	<i>Remediation: Student will choose a nutrition screening tool and utilize this with instructor/TA.</i>
2.3	Utilizes the nutrition care process with individuals, groups, or populations in a variety of practice settings. (CNE)
	<i>Remediation: Student will be required to take and pass Medical Nutrition Therapy Case Review course.</i>
2.4	Implements or coordinates nutritional interventions for individuals, groups, or populations. (CNE)
	<i>Remediation: Student will be required to take and pass Medical Nutrition Therapy Case Review course,</i>
2.5	Prescribes, recommends, and administers nutrition-related pharmacotherapy. (CNE)
	<i>Remediation: Student will complete EHR Go case study that requires diet or supplement order or similar.</i>
Unit 3 - Food Systems Management: Applies food systems principles and management skills to ensure safe and efficient delivery of food and water.	
3.1	Directs the production and distribution of quantity and quality of food products. (FSM)
	<i>Remediation: Student will demonstrate application of knowledge in NUTR 760L Food Science Lab.</i>
3.2	Oversees the purchasing, receipt and storage of products used in food production and services. (FSM)
	<i>Remediation: Student will complete remote Foodservice Inventory Project or demonstrate application of</i>

	<i>knowledge in NUTR 760L Food Science Lab.</i>
3.3	Applies principles of food safety and sanitation to the storage, production and service of food. (FSM)
	<i>Student will complete remote Flow of Food Activity or demonstrate application of knowledge in NUTR 760L Food Science Lab.</i>
3.4	Applies and demonstrates an understanding of agricultural practices and processes. (NUTR 805)
	<i>Remediation: Student will repeat assignment in which competency was measured.</i>
Unit 4 - Community and Population Health Nutrition: Applies community and population nutrition health theories when providing support to community or population nutrition programs.	
4.1	Utilizes program planning steps to develop, implement, monitor ,and evaluate community and population programs. (NUTR 723)
	<i>Remediation: Student will receive feedback on grant proposal project; student will make revisions and be reassessed on new proposal.</i>
4.2	Engages in legislative and regulatory activities that address community, population, and global nutrition health and nutrition policy. (NUTR 805)
	<i>Remediation: Student will repeat assignment in which competency was measured.</i>
Unit 5 - Leadership, Business, Management, and Organization: Demonstrates leadership, business, and management principles to guide practice and achieve operational goals.	
5.1	Demonstrates leadership skills to guide practice. (ANE)
	<i>Remediation: Faculty coordinator and preceptor will review at mid-point of experience and determine opportunities for competency to be met by end of experience.</i>
5.2	Applies principles of organization management. (NUTR 723)
	<i>Remediation: Student will receive feedback on group project and modify project.</i>
5.3	Applies project management principles to achieve project goals and objectives. (NUTR 723)
	<i>Remediation: Student will receive feedback on grant proposal project; student will make revisions and be reassessed on new proposal.</i>
5.4	Leads quality and performance improvement activities to measure, evaluate, and improve programs, services, products, and initiatives. (CNE)
	<i>Remediation: Student will revise QI project completed with clinical or foodservice site.</i>
5.5	Develops and leads implementation of risk management strategies and programs. (FSM)
	<i>Remediation: Student will complete remote Flow of Food Activity or create HACCP plan for foodservice site.</i>
Unit 6 - Critical Thinking, Research, and Evidence-Informed Practice: Integrates evidence-informed practice, research principles, and critical thinking into practice.	
6.1	Incorporates critical thinking skills in practice. (CNE)
	<i>Remediation: Student critical thinking skills will be reassessed in subsequent experiences.</i>
6.2	Applies scientific methods utilizing ethical research practices when reviewing, evaluating, and conducting research. (NUTR 992)

	<i>Remediation: Student will revise masters paper/project/ILE until competency met.</i>
6.3	Applies current research and evidence-informed practice to services. (CNE)
	<i>Remediation: Student will complete new EHR Go case study and will utilize Evidence Analysis Library.</i>
Unit 7 - Core Professional Behaviors: Demonstrates professional behaviors and effective communication in all nutrition and dietetics interactions.	
7.1	Assumes professional responsibilities to provide safe, ethical, and effective nutrition services. (CNE)
	<i>Remediation: Student will will be reassessed in subsequent field experiences.</i>
7.2	Uses effective communication, collaboration, and advocacy skills. (ANE)
	<i>Remediation: Faculty coordinator and preceptor will review at mid-point of experience and determine opportunities for competency to be met by end of experience.</i>

APPENDIX B: Competencies and Learning Objectives

[2016 Council on Education for Public Health (CEPH) Criteria]

Foundational Public Health Knowledge: Throughout students' MPH Core courses and practica, each student will develop the 12 graduate-level public health foundational learning objectives and 22 MPH foundational competencies listed below:

Graduate-level Foundational Learning Objectives

Profession and Science of Public Health

FLO01. Explain public health history, philosophy and values.

FLO02. Identify the core functions of public health and the 10 Essential Services.

FLO03. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health.

FLO04. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program.

FLO05. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.

FLO06. Explain the critical importance of evidence in advancing public health knowledge.

Factors Related to Human Health

FLO07. Explain effects of environmental factors on a population's health.

FLO08. Explain biological and genetic factors that affect a population's health.

FLO09. Explain behavioral and psychological factors that affect a population's health.

FLO10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities.

FLO11. Explain how globalization affects global burdens of disease.

FLO12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health).

MPH Foundational Competencies

MPH01. Apply epidemiological methods to the breadth of settings and situations in public health practice.

MPH02. Select quantitative and qualitative data collection methods appropriate for a given public health context.

MPH03. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.

MPH04. Interpret results of data analysis for public health research, policy or practice.

MPH05. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.

MPH06. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.

MPH07. Assess population needs, assets and capacities that affect communities' health.

- MPH08. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
- MPH09. Design a population-based policy, program, project or intervention.
- MPH10. Explain basic principles and tools of budget and resource management.
- MPH11. Select methods to evaluate public health programs.
- MPH12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
- MPH13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
- MPH14. Advocate for political, social or economic policies and programs that will improve health in diverse populations.
- MPH15. Evaluate policies for their impact on public health and health equity.
- MPH16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
- MPH17. Apply negotiation and mediation skills to address organizational or community challenges.
- MPH18. Select communication strategies for different audiences and sectors.
- MPH19. Communicate audience-appropriate public health content, both in writing and through oral presentation.
- MPH20. Describe the importance of cultural competence in communicating public health content.
- MPH21. Perform effectively on interprofessional teams.
- MPH22. Apply systems thinking tools to a public health issue.

Nutrition Competencies

In addition to the public health foundational knowledge competencies above, each student will develop the following six nutrition competencies in this program:

1. Assess the scientific evidence for nutritional guidelines/recommendations. (NUTR 715 Nutritional Biochemistry)
2. Assess dietary intake and nutrition status of individuals and populations. (NUTR 711 Nutrition across the Lifecycle and NUTR 765 Nutritional Epidemiology)
3. Evaluate how social, cultural, environmental and community factors impact dietary intake and nutrition related outcomes in individuals families and communities. (NUTR 712: Nutrition Communication, Counseling and Culture)
4. Independently plan, develop and evaluate nutrition related health promotion/disease prevention services, products, programs, or interventions (including policy analysis) using appropriate evidence or data. (NUTR 805: Nutrition Policy)
5. Demonstrate proficiency in writing evidence based nutrition related professional and consumer communications using a variety of communication platforms. (NUTR 712: Nutrition Communication, Counseling and Culture)
6. Practice in compliance with current federal regulations, state statutes, and rules related to public health nutrition programs. (PHNE/CNE)

APPENDIX C: AHEC Housing

During North Carolina-based Public Health, Clinical, and Advanced Nutrition Experiences, students are responsible for the cost of their own travel, housing, and meals. The North Carolina Area Health Education Centers Program (AHEC) will provide some financial support to assist students with lodging expenses. NC AHEC student housing—short-term lodging in 50 towns/cities across the state—is available for health science students who are completing community-based rotations in NC. **Students wishing to use AHEC housing are encouraged to apply for AHEC housing as soon as they receive their practice site assignment. AHEC housing is not guaranteed and is assigned on a first-come, first-served basis.** Students are not required to use AHEC housing, and it is not meant to replace or serve as a permanent residence while students complete community rotations.

Students must apply for AHEC housing through <http://my.ncahec.net/>. Students will create a MyAHEC account and complete the housing application process online. Once the application is submitted, the local AHEC will contact students with further instructions. Most AHECs require a signed housing agreement and some may ask for a refundable housing deposit. When a student application is approved, the school will be billed for the use of AHEC housing (current rate of \$7.00 night). Please make sure the school is aware of any request for housing.

AHEC Cancellation Policy: The housing application must be cancelled at least 5 days prior to arrival date in order for the school not to be billed (cancellations can be made online). For cancellations that are less than 5 days out, students must contact the local AHEC directly (phone or email). Contact information for the local AHEC will be included in your initial housing confirmation or can be found on the MyAHEC site, student housing section, “Request Housing” page.

Complete details on NC AHEC Travel Guidelines for UNC-Chapel Hill Faculty, Staff, and Students can be found at <http://www.ncahec.net/about-nc-ahec/travel-guidelines/>.

APPENDIX D: Signatures

ACEND® (the Accreditation Council for Education in Nutrition and Dietetics) and the Department of Nutrition both require that you be given a copy of the current MPH-RD Handbook for 2020-2021. By signing below, you are confirming receipt and acknowledging that you have been made aware of and read the contents of the MPH/RD Handbook.

In addition, the Department of Nutrition requires that you maintain a photograph in PRISM, to facilitate our communications with you as we get to know you, and that you maintain your current and emergency contact information in PRISM, as required by our internship sites.

Please check/sign below to indicate that you have met these requirements, then upload this page into PRISM using the “Records” button near your profile picture.

- I have uploaded my photograph to PRISM.
- I have completed my current and emergency contact information in PRISM.
- I have read, understand, and agree with the contents of this handbook.

Student signature

Date

APPENDIX E: Practicum - Frequently Asked Questions

What is the difference between my practicum and my field experiences?

The MPH/RD program requires four supervised practice experiences (field experiences) including Clinical Nutrition, Public Health Nutrition, Foodservice Management, and Advanced Nutrition experiences. These allow you to meet [ACEND® competencies](#) necessary to take the Registered Dietitian exam. In addition, all Gillings MPH students are required to complete a Gillings MPH practicum (also called Applied Practice Experience) required by CEPH (the Council on Education for Public Health). Your cohort will meet requirements for BOTH the supervised practice experience and the practicum simultaneously during your Clinical Nutrition Experience and/or Public Health Nutrition Experience.

During your practicum, you are required by CEPH to create a minimum of two practicum products that support the field site in which you are working and also meet a minimum of five [CEPH competencies](#).

What are the components of the Gillings MPH practicum program?

The Gillings MPH practicum program has three components:

1. A two-credit practicum preparation course (NUTR 701: MPH Practicum Preparation) that provides support for the practicum process and trains students on how to ethically, meaningfully, and professionally engage with practicum organizations and their stakeholders through building skills in leadership and interprofessional practice.
2. A zero-credit, 400 hour clinical practicum experience that yields at least two student-generated products, produced in the practicum setting for the practicum setting, that allow for attainment of five (CEPH) MPH Foundational competencies. *Note that COVID-19 may lead to program changes that require one practicum product to be completed during the public health nutrition experience rather than the clinical nutrition experience.*
3. A three-credit course (NUTR 723:Public Health Nutrition Management) that awards credit for a series of activities designed to facilitate critical reflection on, and sharing of, practicum experiences. Completion of the required activities helps students translate their practicum work into their long-term career goals.

Our goal for the Gillings MPH practicum program is to facilitate high-quality, equitable, and consistent practicum supports and experiences for all Gillings MPH students with an ongoing commitment to:

- Ensuring all MPH students have a strong grounding in practice;
- Facilitating opportunities for students to develop skills that support their career goals and employability;
- Increasing the impact of MPH practice activities within the state and beyond;
- Strengthening campus-community partnerships; and
- Feasibly meeting and documenting Council on Education for Public Health (CEPH) accreditation requirements.

What practicum/field experience hours are required of MPH/RD Students?

CEPH no longer has a minimum hourly requirement. There is a 200-minimum practicum hour requirement within the School of Public Health; there is currently no revised minimum due to COVID-19. The Department of Nutrition provides a 400-hour practicum experience. Regardless of the number of

hours you complete, to satisfy accreditation criteria, each practicum must yield a minimum of two student-generated products produced for the practicum setting that demonstrate five CEPH competencies.

Will COVID-19 restrictions impact my ability to complete my practicum?

No. Your practicum coordinator within the Nutrition Department will work with you to place you in a practicum site that is able to take students onsite or work with students remotely. Please see the [MPH COVID-19 FAQs](#) for more detailed answers to questions of logistics.

When should students register for the practicum/field experience preparation course (SPHG 701: MPH Practicum Preparation)?

Prerequisites for NUTR 701 are SPHG 711, 712, and 713, or their approved substitutes. Residential MPH students (i.e., those completing the degree on-campus at UNC Chapel Hill) should register for NUTR 701 during the spring of their first year concurrent to taking SPHG 721 and SPHG 722. Generally speaking, MPH@UNC students should register for NUTR 701 in the term prior to their desired start date for their practicum hours (see [When can students begin their practicum hours?](#)). Given the variety of timelines for the MPH@UNC and the many factors leading to a desired start date for the practicum, MPH@UNC students should seek advice from their practicum coordinator on when to register for NUTR 701.

When can students begin their practicum hours?

Students can begin their practicum hours after completing the Gillings MPH Core courses (SPHG 711, 712, 713, 721, and 722), Nutrition courses (NUTR 711, NUTR 712, NUTR 714, NUTR 715) and the MPH practicum preparation course (NUTR 701).

What type of organization can host a practicum student?

Governmental, non-governmental, hospital, non-profit, industrial, for-profit settings, and university-affiliated settings are all appropriate practicum sites. University-affiliated settings must be primarily focused on community engagement, typically with external partners. University health promotion or wellness centers may also be appropriate. Most MPH/RD students at UNC will complete their MPH practicum in hospital settings, during their Clinical Nutrition Experiences.

Can students do a practicum with their regular place of employment?

Students are discouraged from completing a practicum with their regular or past place of employment in order to gain exposure to different types of public health work, networks, and work settings. However, with the approval from the student's practicum coordinator, a student may do a practicum with their regular or past place of employment if the opportunity meets Gillings MPH practicum requirements and is different from the student's current/former role. For example, a student could work in a different division/department at their place of employment or work on a project that encompasses different work. If a student pursues a practicum at their regular place of employment, their preceptor must be someone other than their regular supervisor.

What are the responsibilities of a student during his or her practicum/field experience?

- Adheres to all UNC international [travel policies and registration](#) requirements as needed
- Develops a practicum learning agreement in collaboration with the preceptor and faculty mentor that is complete, accurate, and includes signatures of approval from the student, preceptor, and faculty mentor prior to submitting it to the practicum coordinator for final approval and signature
- Maintains professionalism at all times during the practicum experience

- Acts in accordance with all practicum organization rules, regulations, and professional standards dress, personal conduct, and attendance
- Meets regularly with the preceptor to discuss the progress of the practicum and receive support, guidance, and feedback
- Maintains contact with the practicum coordinator and faculty mentor (as needed) regarding progress on the practicum
- Completes and ensures the timely submission of all practicum assignments and products

Who can serve as a practicum preceptor?

- A Registered Dietitian
- A nutrition professional that is approved by the practicum coordinator (this mostly applies to global sites)

Can students work with Gillings faculty for the practicum?

Students may produce a project *for a practice setting* under a faculty member's supervision. Students must be regularly working/consulting with key agency staff to produce a useful evaluation product. An experience conducted solely under faculty supervision, such as a case study or simulation or preparing a manuscript for publication, would not meet CEPH criteria. *The product must arise from significant contact with a practice setting*, whether that is structured like a traditional internship or through a series of faculty-led contacts, such as those arising from service learning experiences.

What are the roles and responsibilities of a preceptor?

Preceptors mentor the practicum student and supervise the practicum work. The preceptor:

- establishes, in collaboration with the student and the student's faculty mentor, an appropriate and feasible scope of work that is directly aligned with the practicum organization's needs and provides a valuable learning experience for the student. During the CEPH practicum, this is documented in the student's learning agreement.
- orients the student to the health topic(s), people, policies, procedures, and norms related to the practicum work.
- meets regularly with the student to provide guidance, support, and timely, constructive feedback.
- communicates with the student's practicum coordinator (and the student's faculty mentor as needed) to provide feedback on the student's performance.
- models professional, ethical behavior.
- completes an evaluation of the student and the practicum experience.
- identifies a suitable replacement if unable to continue in the role of a preceptor.

Do the student-preceptor interactions need to be in-person?

In-person interaction is preferred; however, it is not always possible. When not possible, interactions must be pre-approved by the practicum coordinator.

When should students register for Public Health Nutrition Management (NUTR 723)?

Students should register for NUTR 723, their practicum reflection course, in the term following completion of the practicum (generally the Clinical Nutrition Experience).

Do students receive compensation for their practicum work?

Sometimes. Compensation for the practicum varies significantly by the type of practicum organization, project, and location. The proportion of students who secure paid practica varies by concentration. For those students who do receive funding from their practicum organization, the average rate of

compensation is \$16-26/hour.

Are students responsible for the costs associated with the practicum experience?

Yes. Students are responsible for the cost of their own travel, housing, and meals associated with completing their practicum hours. NOTE: If the practicum placement is in North Carolina, students can apply for housing sponsored by our Area Health Education Center (<https://www.ncahec.net/student-services/student-housing/>) If the practicum involves travel abroad, there may be suggested funding resources through the Office of Research, Innovation and Global Solutions ([funding resources](#)).

Does Gillings provide any funding to support practica?

Yes. The school offers schoolwide self-nominated travel awards and a global practice award for students completing a global practicum (i.e., a practicum through an international or domestic placement with an organization that either works with populations outside the US or with global populations [e.g. immigrants, refugees, foreign-born] within the US). Some awards are only available to residential MPH students whereas others are open to all graduate students. Some departments/programs have additional funds to support unmet need for the practicum.

Are students guaranteed a practicum site within commuting distance of their home?

No. Gillings does not guarantee that MPH students will find a practicum within commuting distance of their current place of residence. The practicum coordinator will work closely with students to ensure that their remote learning/travel needs due to COVID-19 are carefully considered.