



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Master of Science

**Coordinated Program in
Dietetics, Nutrition, and Exercise Physiology**

(MS CPD NEP)

Student Handbook

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Contents

- Program Accreditation Status5
- MS Coordinated Program in Dietetics, Nutrition, and Exercise Physiology6
 - Program Description.....6
 - Mission Statement.....6
 - Program Goals and Measurable Outcomes.....6
 - Commission on Dietetic Registration, RDN Credential8
 - Affiliated State Associations8
 - What is a Registered Dietitian Nutritionist (RDN)?9
 - Employment Opportunities9
 - Exercise Internship Academic Requirement..... 10
 - Exercise Internship: ACSM Certified Exercise Physiologist® 10
 - Possible Relocation for Exercise Internship 11
 - Graduate Student Information..... 11
- Requirements of the Student and MS CPD Details 11
 - Admission Process Requirements of the Student and MS CPD Details 11
 - Prior to Enrolling for Classes 12
 - Student Orientation for New MS CPD Candidates 13
 - Exercise Emphasis Paperwork 13
 - Costs and Fee Estimates for Students (if applicable) 13
 - Computer Requirements 16
 - Insurance Requirements 16
 - Professional Liability Insurance 16
 - Health and Wellness Services Fee 16
 - Medical Insurance 16
 - Automobile Insurance 17
 - Life Cycle of a Student 17
- Performance Monitoring:..... 18
 - Criteria for Receiving an Incomplete..... 18
 - Criteria for Receiving a Failing Grade 19
 - MS CPD Supervised Practice Rotation Requirements (minimum of 1200 hours): 19
 - Possible Relocation for MS CPD Supervised Practice Rotations 20

Student Responsibilities in Rotations	20
Attendance	20
Academic Calendar, Vacation, Holiday, Working Hours, Absence Policies	21
Attendance at Professional Meetings	21
Absence from Classes or Facility Rotations	21
Injury or Illness While in the Facility for Supervised Practice	22
Dietetic Student to Preceptor Communication	22
NEP 701	22
Graduate School Paperwork Requirements	23
MS CPD Exit Exam Committee	24
MS CPD Exit Exam	24
WSU Policies and Procedures	25
Liability for Safety in Travel	25
Statement of Equal Opportunity	26
WSU Non-Discrimination Policy	26
Transfer Credits and Course Offerings	26
Financial Aid/Scholarships	26
Academic Deficiency	26
Academic Integrity Violations	26
Sexual Harassment	27
Request for Reasonable Accommodations	27
Department Policies and Procedures	27
Expectations with Respect to Electronic Communications	27
Dietetic Student to NEP Program Communication	28
Confidentiality	28
Student Standards of Conduct and Standards of Professionalism	29
Code of Professionalism	29
Professional Expectations	30
The student must exhibit a professional appearance at the practice site both in manner and dress at all times. The dress code will be determined and enforced by the assigned preceptor <i>as each site may vary in dress code requirements</i> . Each student is responsible for obtaining and adhering to the site-specific dress code. Each student must always wear a name tag identifying oneself as a Washington State University Nutrition and Exercise Physiology student. Examples of professional attire guidelines include the following:	30
Violation of Student Conduct Code	33

Potential Sanctions.....	33
Appeal Process	34
Dismissal Due to Academic Reasons	34
Probationary Continuing Enrollment.....	34
Termination of Enrollment	35
Reinstatement	35
Voluntary Student Resignation.....	36
Appendices	37
APPENDIX A	37
APPENDIX B	44
APPENDIX C	49
APPENDIX D	51

*** Students must read the MS CPD NEP Student handbook in its entirety, including the information on the website links.**

Program Accreditation Status

The Master's in Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

ACEND is recognized by the United States Department of Education and the Council for Higher Education Accreditation.

ACEND Information:

120 South Riverside Plaza, Suite 2190, Chicago, IL 60606

(800) 877-1600 ext. 5400

<https://www.eatrightpro.org/acend>

<http://www.eatright.org/>

MS Coordinated Program in Dietetics, Nutrition, and Exercise Physiology

Program Description

Washington State University (WSU) offers a Master of Science in the Coordinated Program in Dietetics, Nutrition, and Exercise Physiology (henceforth referred to as MS CPD). This program is an interdisciplinary examination and evaluation of the multiple influences on individual and population health using benchmarks garnered from several perspectives, including but not limited to, biological, nutritional, social/psychological, environmental, and clinical input. The dietetics program offers a unique perspective on how and why the human body functions and reacts in certain ways to various exercise and nutritional stimuli. Graduates of the MS CPD are expected to perform effectively as entry-level practitioners in a clinical, foodservice, or community setting.

Mission Statement

The MS CPD's mission is to prepare competent dietetic practitioners who are capable in promoting optimum health and wellness for individuals and communities through the integration of nutrition and exercise physiology in a variety of dietetic career paths.

Program Goals and Measurable Outcomes

Program Goal One

The program will prepare graduates to be credentialed entry-level Registered Dietitian Nutritionists (RDNs).

Measurable Outcomes

- (1) At least 80% of the Bachelor of Science in Nutrition & Exercise Physiology (BS NEP) students who have met the prerequisite requirements for the master's program and have been admitted into the MS CPD will complete the degree in two academic years or within 150% of the time planned for completion.
- (2) At least eighty-percent of course evaluations completed by the MS CPD students will rate their courses and instructors at a level of satisfactory "3" or above.

(3) All preceptors who respond to the annual program evaluation survey regarding the supervised practice rotations will rate the preparation of each dietetic student's knowledge and skills at a level of satisfactory "3" or above.

(4) At the conclusion of the supervised practice rotations, 80% of the MS CPD students will rate their preceptors and supervised practice experiences at a level of satisfactory "3" or above.

(5) Over a five-year period, the pass-rate for program graduates taking the Registered Dietitian Nutritionist (RDN) credentialing examination will be at least 80% for first-time takers.

(6) At least 80% of the MS CPD graduates who respond to the survey administered one year post graduation will rate their graduate preparation at a level of satisfactory "3" or above for job marketability.

(7) Of those graduates seeking positions in dietetics, 70% or more of MS CPD graduates who sought employment in dietetics will be employed within 12 months of program completion.

(8) At least 80% of the employers who respond to the survey given to them by the CPD graduate at one-year post-graduation will rate the preparation of the graduate at a level of satisfactory "3" or above.

Program Goal Two

The program will prepare MS CPD graduates to test for the American College of Sports Medicine (ACSM) credentials, such as the Certified Exercise Physiologist® (ACSM-EP®).

Measurable Outcomes

(1) At least 80% of the MS CPD graduates who respond to the survey will rate their graduate preparation of the ACSM knowledge, skills, and abilities at a level of satisfactory "3" or above.

(2) At least 80% of MS CPD graduates will rate the exercise internship as advantageous "3" or above in obtaining employment.

(3) At least eighty-percent of CPD alumni and clinical preceptors surveyed will rate advantageous "3" or above for those students who have the interdisciplinary knowledge, skills and abilities of nutrition and exercise science disciplines.

(4) At least 80% of all surveyed graduates from the MS CPD will rate having the interdisciplinary training in exercise and nutrition as advantageous "3" or above when working with patients/clients.

(5) Graduates who choose to test for ACSM credentialing will achieve a first-time pass rate of at least 70% within a three-year period.

Program Goal Three

The program will prepare graduates to demonstrate a commitment to positively contribute to the health of individuals and communities through active participation and/or leadership in community/public service.

Measurable Outcomes

(1) At least 50% of the graduates responding to the alumni survey will participate in one or more volunteer and/or work-related community/public service activities within five years of program completion.

(2) At least 10% of the graduates responding to the alumni survey will serve in leadership positions in at least one exercise/nutrition/dietetics-related organization within five years of program completion.

Commission on Dietetic Registration, RDN Credential

The MS CPD is designed to prepare graduates to be credentialed as a Registered Dietitian Nutritionist (RDN) through a nationally offered examination process established by the Commission on Dietetic Registration (CDR) who is part of the Academy of Nutrition and Dietetics (AND). WSU is affiliated with AND, formerly known as the American Dietetic Association, the preeminent professional organization for nutrition professionals.

- **AND's Mission:** *Accelerate improvements in global health and well-being through food and nutrition*
- **AND's Vision:** *A world where all people thrive through the transformative power of food and nutrition*

***Students are required to become members of the Academy of Nutrition and Dietetics. This membership is necessary to complete course assignments throughout the MS CPD.**

Affiliated State Associations

Dietetic chapters in all fifty states, plus the District of Columbia, Puerto Rico and the American Overseas Dietetic Association, are affiliated with AND. Within these groups, there are approximately 230 district associations. WSU Alumni are connected across the globe through this vast professional network.

What is a Registered Dietitian Nutritionist (RDN)?

The RDN is a highly trained food and nutrition expert who meets stringent academic and professional requirements, including:

- Minimum education of a Bachelor's degree with coursework approved by the Accreditation Council in Education of Nutrition and Dietetics (ACEND). Coursework typically includes food and nutrition sciences, foodservice management, business, economics, computer science, sociology, biochemistry, physiology, microbiology and chemistry. A graduate degree will become a requirement for the RDN credential beginning in 2024.
- Completion of an accredited, supervised, 1200-hour experiential practice program at a health-care facility, community agency or foodservice corporation.
- Passing of a national examination administered by the Commission on Dietetic Registration.
- Completion of 75 continuing professional educational (CPE) requirements every 5 years in order to maintain registration.

Some RDNs hold additional certifications in specialized areas of Dietetic Practice Groups (DPGs). Examples include, but are not limited to, pediatric or renal nutrition, nutrition support, and diabetes education.

Employment Opportunities

RDNs work in areas such as:

- Hospitals, Health Maintenance Organizations (HMOs), or other health care facilities educating patients about nutrition and administering medical nutrition therapy as part of the health care team. They may also manage food service operations in these settings, as well as in schools, child care centers, and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- Sports nutrition and corporate wellness programs educating clients about the connection between food and fitness, health, and exercise performance.
- Food and nutrition-related businesses and industries working in communications, consumer affairs, public relations, marketing, or product development.
- Private practice working under contract with health care or food companies, or in their own businesses. RDNs may provide services to food service or restaurant managers, food vendors and distributors, athletes, nursing home residents, or company employees.
- Community and public health settings teaching, monitoring, and advising the public, and helping to improve quality of life through healthy eating habits.

- Universities and medical centers teaching physicians, nurses, dietetics students, and others the sophisticated science of food and nutrition.
- Research areas in food and pharmaceutical companies, universities, and hospitals, directing or conducting experiments to answer critical nutrition questions, developing alternative foods or nutrition recommendations for the public.

Exercise Internship Academic Requirement

In addition to dietetic supervised practice rotations, students without a background in Exercise Physiology who are admitted into the MS CPD NEP program will be required to complete exercise coursework in the undergraduate program and the exercise internship for supervised practice hours. Ten credits will be awarded for the first 400 hours of the exercise internship. The exercise internship (10 credits) **and** the MS CPD departmental exercise exam **or** ACSM-EP® certification is a program requirement for the exercise emphasis component of the MS CPD.

The student will be responsible for finding an exercise internship, however, a list of previous sites will be provided by NEP faculty. The student must complete an exercise internship if they wish to sit for the ACSM Exercise Physiologist® certification exam, or an exercise-related internship in a community setting if they do not wish to sit for the ACSM-EP® certification exam.

Details for the MS CPD departmental exercise exam are located in the [Nutrition and Exercise Physiology Department \(CONT-ONLIN-ADV-NEPD-101-NC137591-LEC\)](#) course, within the "MS CPD NEP" folder. The departmental exercise exam is offered three times per year during Orientation Week, Fall Semester Finals Week, and Spring Semester Finals Week. Drop-ins will not be allowed to take the exam.

If a student takes the national ACSM-EP® certification exam in lieu of the MS CPD departmental exercise exam, **a copy of the student's ACSM-EP® exam results or certification must be given to CPD faculty to be kept on file** for accreditation requirements of the MS CPD.

Exercise Internship: ACSM Certified Exercise Physiologist®

The MS CPD NEP prepares students to become certified as an American College of Sports Medicine Exercise Physiologist (ACSM-EP®) in addition to the Dietetic coursework. ACSM Certified Exercise Physiologists® take training to an advanced level by conducting and interpreting physical fitness assessments and developing exercise prescriptions for people who are healthy or have medically controlled diseases. See <https://www.acsm.org/get-stay-certified/get-certified/health-fitness-certifications/exercise-physiologist> for more information from the ACSM on EP certification requirements.

Possible Relocation for Exercise Internship

Students may be required to relocate to a different city or state in order to complete the required NEP 490 exercise internship due to lack of sufficient and/or appropriate internship sites or preceptors available in the Spokane and surrounding regions to place all students. If relocation is required, the student is responsible for the costs associated with relocating and living expenses during the exercise internship unless the internship site provides housing and/or a stipend.

Exercise internship requirements and details are located in the NEP Internship Manual found on the NEP page of the WSU Spokane Website <https://s3.wp.wsu.edu/uploads/sites/1506/2018/10/Exercise-Internship-Manual.pdf>.

Graduate Student Information

Graduate admission requirements and important program information are found on the Graduate School website: <https://gradschool.wsu.edu/>.

Requirements of the Student and MS CPD Details

Admission Process Requirements of the Student and MS CPD Details

In order to qualify for admission into the MS CPD, the student must have:

- A Bachelor of Science degree that satisfies one of the following prerequisite options:
 - BS NEP from WSU
 - BS Exercise Science (or closely related degree) from another university
 - BS Human Nutrition (or closely related degree) from another university
- The following prerequisite undergraduate college courses (in addition to one of the aforementioned BS degrees): General Chemistry I & II, Organic Chemistry I, General Biology, Microbiology, Biochemistry, Human Anatomy, Human Physiology, Human Nutrition for Health Professionals, Exercise Physiology, Strength Training & Conditioning, Psychology, Ethics, Statistics, and Public Speaking
- A minimum cumulative GPA of 3.0 in undergraduate coursework
- A minimum GPA of 3.0 in each of these courses: organic chemistry, math, and microbiology
- Submitted a complete application to the Graduate School by the given deadline. The Graduate School admission cycle begins in July. The MS CPD only admits for fall enrollment. The application must include:

- Three recommendation letters, two from faculty familiar with the student’s academic achievement, and one from an employer.
- A resume with documentation of volunteer and work experience:
 - A recommended minimum of 100 hours in a clinical-like setting
 - A recommended minimum of 100 hours in a community setting
 - A recommended minimum of 150 hours in a foodservice setting
- GRE Scores should average around the 50th percentile, at a minimum
- Transcripts
- A mandatory interview with the MS CPD Faculty.
- A willingness to relocate to complete the supervised practice experience based on professional fit and availability of dietetic and/or exercise preceptors.

These criteria are weighted and scored by the MS CPD Admissions Committee to determine admission offers for up to 30 candidates, as allowed by accreditation.

Throughout the student’s graduate studies, it is their responsibility to familiarize themselves with, and follow, the Graduate School policies and procedures.

The most frequently used links by CPD students are:

- Policies and Procedures: <http://gradschool.wsu.edu/policies-procedures/>
- Graduate School Catalog: <http://gradschool.wsu.edu/graduate-school-catalog-2/>
- Important Forms: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

Prior to Enrolling for Classes

Once the applicant is matriculated as a student, they will be required to complete the onboarding and advising requirements before beginning classes. These requirements include:

- Preliminary Academic Advising with Program Director/Advisor will occur in late May or early June.
- New MS CPD Students: Attend New Student Orientation in August before classes commence
- Continuing MS CPD Students: Attend an abbreviated Student Orientation in August before classes commence
- Complete and Submit Required Onboarding Documentation **by Student Orientation** (unless otherwise noted by the Placement Manager)

Student Orientation for New MS CPD Candidates

Graduate students **must attend** the orientation to receive current information related to their program of study. This is an on-ground new student orientation that occurs the week before fall semester classes begin. The orientation schedule and onboarding documentation requirements are provided to the student by the Academic Coordinator and Placement Manager during the summer prior to the student's matriculation into the MS CPD.

Must Complete and Submit Required Onboarding Documentation by Student Orientation:

If the student has not completed the required documentation by the first day of classes, they may not be allowed to participate in class experiential learning activities. This may result in a significant grade reduction (please see course syllabi) and possible failure of the course.

The student must collect and submit a copy of all documentation to the Placement Manager. Information regarding deadlines for each requirement will be provided to the student over the course of the summer prior to matriculation. The student is required to **keep their own copy of all documentation** because preceptors may request verification from them. The documents required are listed on **Appendix A** in the back of this handbook.

Exercise Emphasis Paperwork

Students coming from the BS NEP Program must provide a copy of their ACSM-EP[®] certification, or take the departmental exercise exam, which needs to be completed no later than the first semester after admission into the MS CPD. Non-BS NEP graduates with a background in exercise science must have the ACSM-EP[®] certification or take the departmental exercise exam no later than the first semester after admission into the CPD. Non-BS NEP graduates with a background in nutrition must take the departmental exercise exam after the student has completed NEP 490 Exercise Internship. Non-BS NEP graduates are eligible to sit for the national ACSM-EP[®] certification exam following graduation from the MS CPD NEP, if desired.

- The student needs to give a copy of the ACSM-EP[®] Certificate to CPD faculty to be kept on file **or** receive a passing score (≥70%) on the departmental exercise exam, per ACEND guidelines and requirements.

Costs and Fee Estimates for Students (if applicable)

All students attending classes on the Health Sciences campus are subject to the tuition and fees described in the WSU Spokane Course Catalog. Books, course materials, housing, and transportation

vary depending on individual course requirements and personal needs. These are approximate and subject to change without notice.

Course Fees:	
NEP 340 Essentials of Food Preparation for Health Sciences	\$45.00
NEP 427 Nutritional Assessment and Lifestyle Counseling	\$28.00
NEP 463 Exercise Physiology	\$25.00
NEP 476 Exercise Testing and Prescription	\$25.00
NEP 478 Cardiopulmonary Physiology	\$45.00
NEP 479 Nutrition and Exercise Practicum I	\$40.00
NEP 537 Medical Nutrition Therapy I	\$61.00

Additional Expenses:	
Housing Costs	https://Spokane.wsu.edu/current/housing See link
CastleBranch Onboarding	\$115.75
National Criminal Background Check	Included with CastleBranch
WATCH Background Check	Included with CastleBranch
Drug Test (may be required for internships)	\$20.00
Health and Wellness Services: <ul style="list-style-type: none"> Mandatory for students enrolled with at least 7 credits see http://spokane.wsu.edu/students2/student-life/health-wellness.html for details	\$85.00 per semester
Medical Insurance <i>(Insurance may be required for an internship site. Students may purchase the WSU Spokane Student Medical Insurance Plan.)</i>	Variable
Physical Exam <i>(May be required by an Internship Site)</i>	Variable

Automobile Insurance	Variable
Books (<i>This will depend on student's resources and individual needs</i>)	Variable
Computer meeting specifications and daily access to the Internet	Variable
Flash/Thumb Drive (<i>Recommended</i>)	Variable
Turning Technologies Response Card NXT Clickers (Optional)	Approx. \$ 32.00
Costs Associated with Printing	Variable
Current Food Worker Card (<i>Washington State</i>)	\$10.00
Professional Portfolio Materials	Variable
AND Student Membership (Required)	\$50.00
Local AND (GSDA) Student Membership (optional)	\$10.00
ACSM Student Membership (optional)	\$10.00

<p>Vaccinations:</p> <ul style="list-style-type: none"> • MMR series, HEP B series and titer showing immunity, Varicella series, Tdap and annual flu vaccination. Annual TB test also required. 	Variable
<p>Supplies:</p> <ul style="list-style-type: none"> • ECG Calipers (optional) • Lab Coat (1) (optional) • Medical Pen Light (1) 	<p>\$9.00</p> <p>\$20.00</p> <p>\$10.00</p>
<p>Possible Charges from Practicum and/or Internship Sites:</p> <ul style="list-style-type: none"> • Drug Testing (often random) • Site-Specific Criminal Background Check • Relocation and Living Expenses Associated with NEP Internship 	<p>Variable</p> <p>Variable</p> <p>Variable</p>

Computer Requirements

All students are required to have a laptop computer or tablet for academic use. If you have one, or plan to buy a new one, make sure it meets university IT specifications.

Insurance Requirements

Professional Liability Insurance

NEP students are required to obtain professional liability insurance before they participate in any NEP experiential learning activities. Therefore, this insurance should be obtained, and documentation provided to the Placement Manager **at the specified deadline**. Professional liability insurance must be maintained current through the entire MS CPD, including the supervised practice rotations and/or exercise internship. Proof of the liability insurance is submitted to the Academic Coordinator (*See Appendix B*). This type of insurance is designed to protect against harm or injury that you may cause others. Most experiential learning sites require students to have professional liability insurance and will not allow students to be on site without it. Students can obtain professional liability insurance through a private insurance agency, a professional organization, such as the American College of Sports Medicine (ACSM), or for a nominal fee through the WSU Spokane Student Affairs office. To purchase the insurance from WSU Spokane Student Affairs, students can visit the Student Services Office Cashier in the Spokane Academic Center (SAC 130) and pay with cash, check, or credit card. Insurance purchased through WSU Spokane Student Affairs is good for only one year, so it will need to be purchased more than once (*See Appendix B*). Specific information regarding student liability insurance purchased. If a student obtains the insurance from any other source, the insurance must meet or exceed the minimum standards set by the insurance available through Student Affairs as specified on the preceding website.

Health and Wellness Services Fee

A student who is enrolled for 7 credits or more per semester is required by WSU to pay a mandatory health and wellness fee that entitles the student to basic local medical and health care services. (See WSU Spokane Student Health Services website URL: <https://spokane.wsu.edu/studentaffairs/health-and-wellness/> for more information.)

Medical Insurance

It is highly recommended that each MS CPD NEP student maintains health insurance. Exercise internship sites and dietetic supervised practice sites typically require health insurance for participation. A student is eligible to purchase a student health insurance plan through Washington State University Spokane if enrolled in 7 or more credit hours a semester.

Automobile Insurance

Automobile insurance is the responsibility of the individual. Automobile liability insurance is required in the state of Washington.

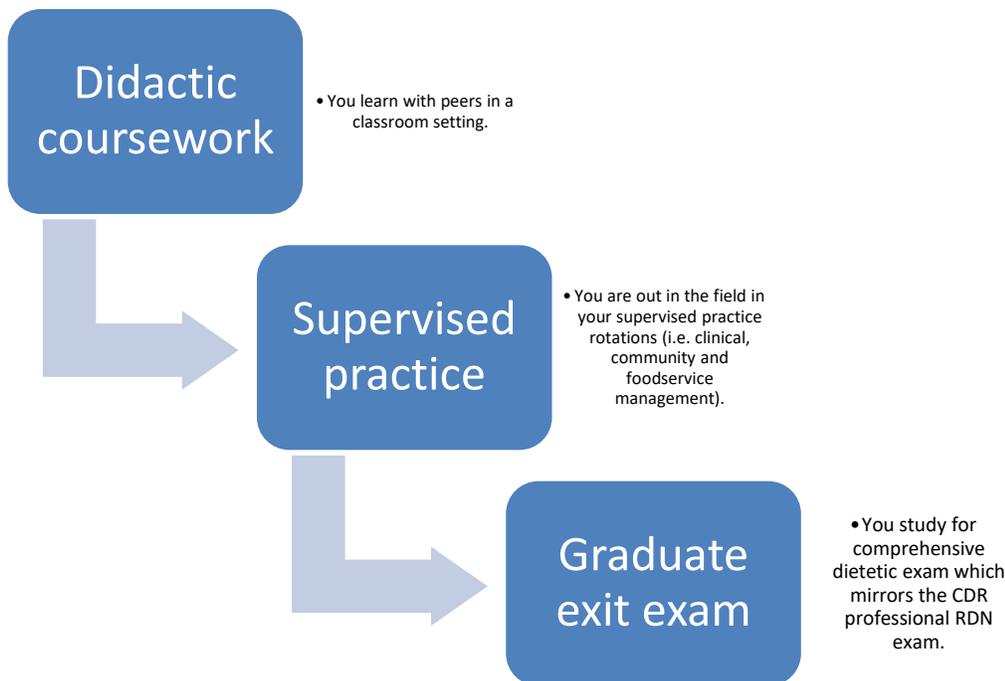
Life Cycle of a Student

Students admitted to the MS CPD will be advised by the program director. Generally, student's academic backgrounds hail from three subgroups:

- Graduates of the BS NEP at WSU: This degree serves as the prerequisite to the MS CPD.
- Students with bachelor's degrees in related areas, such as nutrition, exercise science from WSU or other schools: These students will take undergraduate courses from the BS NEP program to complete foundational knowledge areas for the MS CPD.

Note: Students with bachelor's degrees wholly outside of health sciences should postpone applying to the MS CPD. Students need complete prerequisites required for the BS NEP program and the BS NEP program.

After admission, matriculation, and enrollment, life as a CPD student is divided into three parts: didactic coursework, supervised practice rotations, and exit examination preparation.



Performance Monitoring:

Criteria for Delaying/Terminating Supervised Practice Rotations:

- If a student receives a C- or below in any of the preparation courses for the dietetics supervised practice (SP) rotations, the student may be delayed or prevented from proceeding to the SP rotation courses (NEP 501, 540, 551).
 - If a student receives a C+ or C in any of the preparation courses for the dietetics supervised practice rotations, the CPD faculty strongly advise that the student seek out resources through student affairs and additional educational tools, such as EatRightPREP prior to proceeding to the SP rotation courses (NEP 501, 540, 551).
- If a student consistently demonstrates lack of professionalism, the student will be required to meet with CPD director and appropriate faculty/staff. Following this meeting, if the identified behavior(s) is/are not corrected, additional consequences may result, including a delay in proceeding to SP rotations. Examples of unprofessional conduct include dress code violations, consistent misconduct in class, and/or consistent misconduct towards peers, faculty, and/or staff.
- If a student fails to demonstrate progress toward meeting ACEND competencies while at a supervised practice rotation site, the following preceptor evaluation/assessment scale is applied:
 - A student who receives a “1” for any competency on the mid-term evaluation or assessment will need to schedule an immediate meeting with their preceptor, instructor of record, CPD director, and the placement manager to determine an appropriate course of action. A student who receives a “2” on any competency on the final evaluation or assessment will receive an Incomplete (“I”) for the course and need to schedule a meeting with their preceptor, instructor of record, CPD director, and the placement manager to determine the location(s) and date(s) for additional supervised practice. A student who receives a “1” for any competency on the final evaluation or assessment will receive an “F” in the course.

Criteria for Receiving an Incomplete

An Incomplete will be issued under the following circumstances:

- The student fails to complete all assigned make-up requirements.
- The student fails to meet the competency requirements during the supervised practice rotation determined by the preceptor, instructor of record and CPD director
- Patient safety is compromised by the actions of a dietetic student. Depending on the severity of the offense the College has the right to reassign the student to another site.

- Breach of professional standards. The NEP program will review the severity of the offense and disciplinary action will be enforced which may result in an incomplete for the course or dismissal from the program.
- The student is unable to meet rotation requirements as a result from an extended excused absence approved only the MS CPD Director, Chair of NEP, or Dean for NEP. This may include personal illness or injury, family crisis, as well as any other circumstance that warrants an extended excused absence.

Criteria for Receiving a Failing Grade

A failing grade will be issued under the following circumstances;

- The student fails to make up an incomplete grade
- The student does not achieve a grade “B-” (80%) or higher on the final assessment of all ACEND competencies that apply to supervised practice rotation experiences.
- The student does not achieve an 80% or higher on the final assessment (CPD exit examination).
- Patient or preceptor safety is compromised. The CPD Director, NEP Chair and Dean will review the severity of the offense and disciplinary action will be based on the severity of the incident, which may include failure of the course or dismissal from the program.
- Breach of professional standards: The CPD Director and NEP Chair will review the severity of the offense and disciplinary action will be based on the severity of the incident, which may include failure for course or dismissal from the program.

MS CPD Supervised Practice Rotation Requirements (minimum of 1200 hours):

- Minimum of 160 hours in a food service management rotation
- Minimum of 440 hours in a clinical rotation
- Minimum of 200 hours in a community rotation (Early Childhood Nutrition 80 hours; Senior Nutrition 40 hours; Free Choice 80 hours)
- Minimum of 400 hours in an exercise-related internship (plus, the ACSM-EP® Certificate or Departmental Exercise Exam is required)
- **Note: Additional hours may be required to demonstrate competency in meeting ACEND and CDR guidelines as determined by the preceptor, Instructor of Record, and CPD director**

The Placement Manager and the CPD Faculty will work with the student to ensure a quality experience during supervised practice rotation(s). To ensure timely placement, submit all required onboarding documents mentioned under “Documentation Checklist”, as well any other site-specific items to the Placement Manager by the specified deadlines.

Possible Relocation for MS CPD Supervised Practice Rotations

Students may be required to relocate to a different city or state to complete the 400 exercise-related supervised practice hours through NEP 490 (exercise internship). Additionally, students may be required to relocate to another area in Washington State or Northern Idaho to complete the 800 dietetics supervised practice hours through NEP 501, 540, and 551. Relocation needs arise due to insufficient numbers of appropriate sites or preceptors available in Spokane and the surrounding area to place all students locally. If relocation is required, the student is responsible for the costs of relocating and living expenses during the supervised practice rotation/internship unless the site provides housing and/or a stipend. (See the NEP 490 Internship Manual for more details regarding the exercise internship requirements.)

To complete the **MS CPD supervised practice requirements**, the student must obtain a minimum of 1200 hours of experiential training.

One-third of the 1200 supervised practice hours will be met through previous documentation of 400 exercise-related internship hours **or** NEP 490 (exercise internship) **and** demonstrated proficiency of exercise knowledge with an ACSM-EP® certification **or** completion of a departmental exercise exam. It is the student’s responsibility to seek out and secure an exercise internship as part of NEP 490. The student must be prepared to relocate from the Spokane area for the exercise internship, as needed.

The other two-thirds of the 1200 supervised practice (SP) hours will be met through NEP 501 (Community SP), NEP 540 (Clinical SP), and NEP 551 (Food Service Management SP). For these 800 dietetics SP hours, the student will be placed by the Placement Manager in one of the following locations: Spokane, Greater Seattle area, Everett, eastern Washington, or northern Idaho. The student cannot be guaranteed a choice of location for site placement. The student must be prepared to relocate from the Spokane area in order to meet specific MS CPD NEP supervised practice requirements.

Student Responsibilities in Rotations

The student’s primary responsibility during each dietetics SP rotation and the exercise internship is **the care of the clients/patients**. The student must remember that the client’s/patient’s welfare has precedence over personal educational objectives.

Attendance

During the MS CPD supervised practice rotations, the student is required to complete a minimum of 160 Foodservice Management hours, a minimum of 440 Clinical hours, and a minimum of 200

Community hours (Community hours = 80 Early Childhood Nutrition hours, 40 Senior Nutrition hours, and 80 Free Choice hours) and a minimum of 400 hours of exercise internship. The student must actively participate in all dietetic practice activities during the experience and seek guidance from their primary preceptor, other dietetic staff, healthcare professional and the CPD faculty in the Nutrition and Exercise Physiology Program to successfully achieve the assigned objectives.

ACEND requires students to spend a minimum of 1200 hours total training. Each dietetic rotation has certain competency requirements that must be met by the student. However, if the student completes the learning objectives in fewer hours than the minimum, they are expected to consult with their rotation supervisor, course instructor and/or the CPD Director about enrichment experiences in that rotation. If the student takes longer to attain the required competencies, as evaluated by the preceptors, course instructor and/or CPD Director, they may have their supervised practice rotation extended until their performance is satisfactory. A longer rotation may require the payment of additional tuition.

Academic Calendar, Vacation, Holiday, Working Hours, Absence Policies

The student is expected to observe the same holidays as the worksite employees during their rotations. For example, if the staff works the Friday after Thanksgiving Day or on Christmas Eve, the student may be required to be present as well. The assigned supervised practice dates may include days or weeks when WSU is not in session, specifically Memorial Day, Martin Luther King holiday, Presidents' Day, Labor Day, Thanksgiving week, the first week of January, spring break week and the first two weeks of August. Additionally, students may be scheduled for rotation hours on the weekends as directed by their preceptor, instructor or program director.

The student is expected to observe the same regulations regarding working hours as employees of the institution/agency where they are assigned. The student is required to be at the assigned supervised practice site during the same hours as the supervising dietitian. Sometimes students need to extend the supervised practice rotation due to the assigned workload to meet the expectations of their preceptor and/or achieve the ACEND competencies as outlined in your course syllabi.

Attendance at Professional Meetings

The student is required to attend at least one professional meeting during their time in the MS CPD, such as the annual meeting of the Academy of Nutrition and Dietetics, meetings of the Washington State Academy of Nutrition and Dietetics, or local district dietetics meetings. This requirement meets one of the competencies set forth through ACEND and allows the student to meet one of the requirements of their professional portfolio.

Absence from Classes or Facility Rotations

The student is responsible for notifying preceptors, course instructors and facility personnel as early as possible in the semester if absence from classes or facility rotations is anticipated. Provisions must be

made to the satisfaction of the faculty and/or supervised practice staff for coverage of coursework or duties during your absence. If the student is academically “at risk”, they will need to discuss with their instructor whether absence from classes or facilities is in their best interest. The student will need to make up any supervised practice hours missed to meet their overall required 1200 experiential hours.

Injury or Illness While in the Facility for Supervised Practice

If necessary, the student will be taken at their own expense to a medical clinic or an Emergency Room for treatment of an injury or emergent illness. If an illness occurs while the student is at the facility, they will be directed to go to the nearest medical clinic at their own expense.

Dietetic Student to Preceptor Communication

The student is required to contact their assigned preceptor and any additional contacts pertaining to onboarding requirements (via E-mail or phone) no later than four weeks prior to the start of your scheduled rotation. Contact information is provided by the placement manager. This allows the student time to first introduce themselves to their assigned preceptor and/or site contact to obtain any additional information in preparation for their upcoming rotation such as:

- Parking access
- Computer access
- Orientation information
- Reading assignments
- Dress Code

If the student has difficulty communicating with their assigned preceptor, please notify the placement manager no later than two weeks prior to the scheduled rotation so the problem can be resolved prior to the start of the rotation. Failure in this requirement could potentially delay or cancel the scheduled rotation, both of which may impact the student’s graduation date. Site, rotation and pre rotation requirements have specific details concerning special communication or pre rotation requirements and time lines.

NEP 701

This is the catalog description for NEP 701 (2018 and 2019 CPD admissions):

701 Master's Independent Capstone Project and /or Examination V 1-6 May be repeated for credit. Capstone project or final examination for professional master's degree under the Graduate School. The credits will include a balloted evaluation of the student's completion of the program's capstone/examination requirements by the program's graduate faculty. Students must have graduate degree-seeking status and obtain approval from their major advisor/committee chair before enrolling for 701 credit. S, U grading.

For the MS CPD NEP program the student must include **3 total credits of NEP 701 on their Program of Study Form**. The student must register for 3 credits of NEP 701 the same semester they plan to take the non-thesis MS CPD exit exam. Failure on the first attempt of the exit exam will require the student to take an additional 3 credits of NEP 701 in order to re-take the MS CPD exit exam. Prerequisite 400-level courses are not added to the student's Program of Study.

Graduate School Paperwork Requirements

Locate at: <https://gradschool.wsu.edu>

- **Program of Study for Master's Degree**- no later than 4 months preceding Final Exam
All 500 level courses are to be included on your Program of Study Form.
- **Submit Application for Degree to Graduate School**- All students pay a \$50 graduation processing fee (valid for one year only).
- **Submit Non-Thesis Final Examination Scheduling Form**-no later than two full weeks (10 working days) prior to the exam. An earlier submission may be requested by the MS CPD Director or Academic Coordinator to ensure that the deadline is met.

Other Graduate School Forms must be submitted if changes occur to the student's submitted and approved Program of Study.

Examples of changes in the student's program of study include:

- **Add/Drop Course Form**-change in elective or adding course credits
If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School (through the MS CPD NEP Academic Coordinator) before a student may submit an Application for Degree.

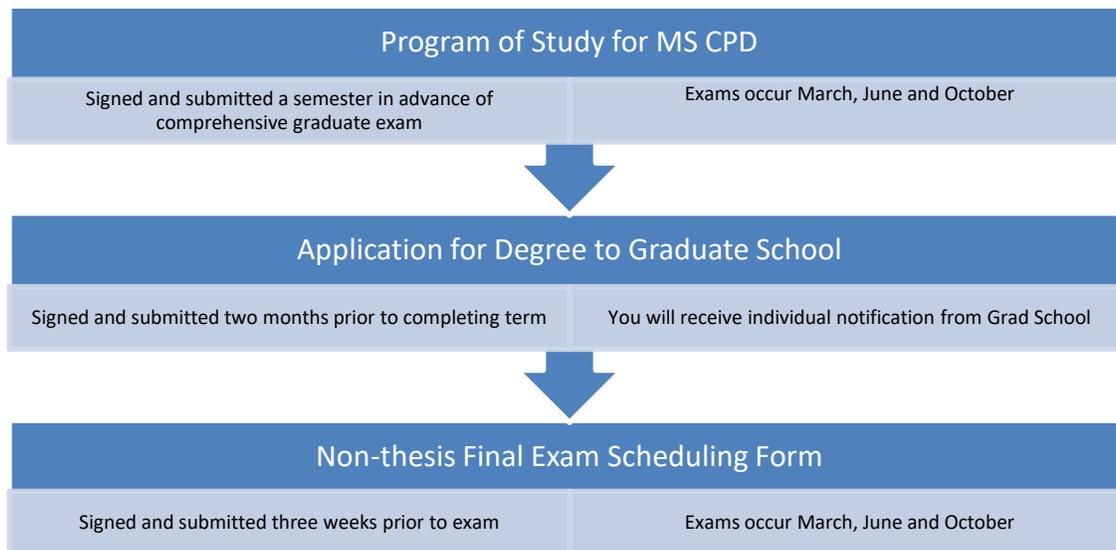
- **Leave of Absence Form**-personal circumstance that you request a semester off from graduate school

The student's completed forms must have signatures from the MS CPD Director and NEP Chair. All paperwork is submitted to the Graduate Coordinator/Faculty Advisor who will submit the original form to the Graduate School.

MS CPD Exit Exam Committee

MS CPD Exit Exam Committee Co-Chairs- Janet Beary, Glen Duncan

NEP Graduate Faculty who have graduate faculty status: April Davis, Shaekira Niehuser



MS CPD Exit Exam

All graduate students in the Master of Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology must take and pass a comprehensive dietetics examination with an **80%** or higher score to fulfill the requirements for the Master of Science Coordinated Program in Dietetics, Nutrition and Exercise Physiology graduate degree. Graduate school examination deadlines and requirements must be followed for this exit exam.

The CPD exit exam covers dietetics coursework taken for graduate credit (NEP 537, NEP 540, NEP 542, NEP 573, NEP 501, and NEP 551). Keep in mind that foundational nutrition coursework in the NEP

undergraduate program provides important concepts to help students understand and apply concepts that are being taught in the MS CPD.

For first-time test takers, the MS CPD comprehensive Exit Exam will be scheduled on the 12th week or when faculty are available during the months of July, November and April. Graduate School policy states that **students are allowed no more than two attempts to pass their exam** in order to obtain the MS CPD NEP degree. If the student fails their MS CPD exit exam, they are required to wait three months before taking a second attempt. The student will also be required to register for 3 additional credits of NEP 701.

Examinations are to be held in an academic environment on the Spokane campus. Final examinations shall be held during regular working hours within academic sessions. Exceptions to this policy regarding the examination environment and presence of faculty must be requested well in advance of the exam and will be made by the Dean of the Graduate School only under unusual circumstances.

Tips to study for MS CPD Exit Exam

Exam questions for the MS CPD Degree Final Comprehensive Exit Exam are written by the MS CPD Director and the MS CPD faculty members who teach in the MS CPD NEP curriculum. Exam content covers community nutrition (NEP 573, NEP 501); clinical nutrition (NEP 537, NEP 540, NEP 542); and foodservice management (NEP 551). You may also find it helpful to purchase RDN review materials such as [AND EatRightPrep](#), “Hess and Hunt”, “RD in a Flash” or “The Inman Review”.

After the Exam

Via the NEP 701 Blackboard course, students must complete the following paperwork to submit to the MS CPD Director at the MS CPD Exit Examination:

- Transcript Release form

Also, CDR requires a WSU official transcript that the program director must submit once the WSU Graduate School has certified the degree which occurs in August, December and May after final grades are recorded. After your degree has been certified by the graduate school then the CPD director will submit electronically the CDR required paperwork.

WSU Policies and Procedures

Liability for Safety in Travel

Students must assume the responsibility for transportation to and from off-campus activities such as supervised practice rotations, practicum, internship, field trips, and travel to professional meetings. Students in the MS CPD degree will be assigned to off-campus facilities in almost all cases for

experiential training. It is highly recommended that students have reliable transportation at that time. Washington State University Spokane will not be liable for student safety in travel to and from assigned off-campus activities.

Statement of Equal Opportunity

WSU's Equal Employment Opportunity and Affirmative Action policy (Executive Policy 12) is described at:

[http://www.wsu.edu/~forms/HTML/EPM/EP12_Equal_Employment_Opportunity_and_Affirmative Action_Policy.htm](http://www.wsu.edu/~forms/HTML/EPM/EP12_Equal_Employment_Opportunity_and_Affirmative_Action_Policy.htm)

WSU Non-Discrimination Policy

WSU's Policy Prohibiting Discrimination and Sexual Harassment (Executive Policy 15) is described at:

[http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual Misconduct.htm](http://public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm)

Transfer Credits and Course Offerings

Students who desire to transfer credit for courses from other institutions must consult the MS CPD Director to facilitate the transfer process. Courses taken from other universities must meet the WSU and CPD transfer requirements.

Most courses in CPD are only offered once a year. Therefore, planning your full academic program with the faculty advisor is vitally important. Students who elect to drop a course run the risk of lengthening the time required to achieve their academic degree.

Financial Aid/Scholarships

Students enrolled in the MS CPD are eligible to apply for internal scholarships, as well as for the industry scholarships. State and federal financial aid programs are available to those admitted as students. Students may contact WSU Spokane Student Services for specific financial aid information or visit their website at: <https://spokane.wsu.edu/studentaffairs/financial-services/>

Academic Deficiency

See the following website URL on the WSU Registrar's website for details. (Starts at #35.)

<http://registrar.wsu.edu>

Academic Integrity Violations

ALL ACADEMIC INTEGRITY (CHEATING) VIOLATIONS WILL BE HANDLED IN ACCORDANCE WITH THE ACADEMIC INTEGRITY PROCEDURES IN THE WSU CODE OF CONDUCT, WAC 504-26-404 FOUND AT [HTTP://APPS.LEG.WA.GOV/WAC/DEFAULT.ASPX?CITE=504-26-404](http://apps.leg.wa.gov/wac/default.aspx?cite=504-26-404).

Sexual Harassment

Detailed information regarding sexual harassment is available on the WSU website. If a student feels sexually harassed, s/he may contact WSU Spokane Student Affairs to help facilitate the appropriate course of action.

Request for Reasonable Accommodations

Reasonable accommodations are available for a student with a documented disability. If a student has a disability and needs accommodations during the internship, please contact Student Affairs, in Academic Center 130.

Department Policies and Procedures

Expectations with Respect to Electronic Communications

Faculty and staff are almost exclusively using electronic means to disseminate information in order to communicate with you. This information may be important and/or time-sensitive. For all WSU correspondence, students are required to use their official WSU email address when corresponding with WSU faculty and staff. In addition, students should regularly check their WSU issued email account inbox and spam folder regularly in case email is inadvertently placed there.

Student's responsibility to:

- Ensure they are connected to email and check it frequently (at least once daily on Mondays through Fridays).
- Each student must maintain a WSU email account. All email from faculty and staff to students will be sent directly to WSU email addresses (example: networkid@wsu.edu).
- Email communications from students to faculty and staff should bear a signature line at the end of the message giving the student's full name and return WSU email address.
- Students using non-WSU email servers (e.g. Yahoo, Hotmail) may check their WSU email from those accounts with proper configuration (i.e. set up a POP account to check WSU

server email). Permanent forwarding of the student's WSU email account to a non-WSU email server is not allowed.

- Students may access MyWSU to get a new email name and temporary password, as well as, instructions on how to obtain a WSU email account and how to check their WSU email account via the Internet.
- Electronic communication may be required as part of courses and rotations. The requirements are to be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution. "System problems", however, are not the responsibility of the student.
- Email communications from faculty and staff to students and vice versa should include a concise description of the content of the email in the subject line so that recipients can gauge the urgency and importance of the message. Faculty and staff are expected to provide communications to students in a timely manner that will allow students adequate notice and opportunity to read and/or respond.

In short, the lack of access to electronic communication is not a valid excuse for failure to respond to a request, perform an assignment, or meet a deadline.

Dietetic Student to NEP Program Communication

You are required to maintain close communication (via phone or E-mail) with your instructors and the MS CPD Director regarding any issue/concern pertaining to the MS CPD. Examples include:

- Extended absence from site (e.g., illness, jury duty, military service)
- Conflict resolution
- Personal issues that will impact learning experience
- Student assessment (mid-term and final)
- Site specific documentation needed
- Course enrollment
- Letters of recommendation
- Graduation

Confidentiality

Students must follow all HIPAA regulations regarding patient/client information and all confidential information learned during the experiential learning activities and supervised practice rotations, including health conditions, social information, medical records, fee systems, trade secrets and professional policies. Failure to do so may result in disciplinary action and dismissal from the MS CPD NEP.

Student Standards of Conduct and Standards of Professionalism

The WSU Standards of Conduct for Students (Student Conduct Code) is in the WSU Student Handbook (<http://handbook.wsu.edu/>) and also available on the Washington State Legislature administrative code website: <https://apps.leg.wa.gov/wac/>

Code of Professionalism

Moral or ethical character is an important component of professional behavior and of the overall assessment of a student's fitness to enter a health care profession. Students in the MS CPD are expected to maintain ethical and professional behavior while in the classroom, when interacting with university employees, while completing experiential learning activities during the supervised practice rotations and the exercise internship, when attending university-sponsored functions, and when serving as representatives of the university.

While in clinical, community, or food service practice situations, students' primary responsibility is the care of their patients/clients. Students must recognize that the patient's/client's welfare has precedence over a student's personal educational objectives. Students must respect patient/client privacy and dignity and must maintain confidentiality with regard to all patient/client information. Students must never compromise patient/client safety through lack of diligence and/or by providing care for which they lack the skills or knowledge or that is not approved by an instructor or preceptor. Students will be held to the standards of conduct and safety expected of employees in the patient/client care areas of the health care facilities or other facilities that are participating in the teaching programs of the MS CPD. Students are also expected to meet all CPD requirements including the supervised practice rotations and the exercise internship requirements.

A student's continued enrollment depends, in part, on ability to adhere to recognized standards of professional practice and conduct. If a student demonstrates unprofessional behavior, the University's Code of Conduct policies and procedures will be followed. Evidence of unprofessional conduct includes, but shall not be limited to, one or more of the following:

- Conviction of a felony related to the practice of pharmacy.
- Conviction of illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- A withheld judgment, a probated or deferred sentence or a no contest plea on the illegal use, possession, delivery, sale or manufacture of a controlled substance or legend drug.
- Recreational use of controlled substances or legal drugs.
- Misappropriation or illegal use of drugs or other pharmacologically active agents.
- Attending class or patient care settings while under the influence of alcohol or other drugs.
- Disruptive behavior in the classroom which hinders the learning process of fellow students.
- Unprofessional, inappropriate or threatening behavior or comments made toward faculty, staff, other university employees, rotation preceptors, others involved with teaching, or other students.

- Repeated late arrival or early departures from experiential supervised practice rotations or the exercise internship sites without notifying the primary instructor or preceptor.
- Failure to maintain patient/client confidentiality, treatment of patients/clients, preceptors, or staff.
- Misconduct in patient/client care settings.
- Failure to meet professional expectations set forth by a practice site (such as arrival and departure time, dress code, or similar requirements).
- Suspension or revocation of a clinical, community or foodservice site.

Professional Expectations

The student must exhibit a professional appearance at the practice site both in manner and dress at all times. The dress code will be determined and enforced by the assigned preceptor *as each site may vary in dress code requirements*. Each student is responsible for obtaining and adhering to the site-specific dress code. Each student must always wear a name tag identifying oneself as a Washington State University Nutrition and Exercise Physiology student. Examples of professional attire guidelines include the following:

Women: Skirt at knee- to calf-length (not mini-skirts), wrinkle-free dress pants/khakis, dress at knee- to calf-length (no mini dresses), blouse (not sheer, not low cut), sweater, sweater set, closed toe shoes (no sandals). Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch, one ring and earrings (no dangling earrings).

Men: Dress shirt with buttons/collar, polo, sweater, tie (optional), wrinkle-free dress pants/khakis, closed toe shoes (no sandals), no baseball caps or other hats. Appropriate hair style in compliance with the professional expectations of the supervised practice sites is required. No unnecessary jewelry may be worn other than wearing a watch and one ring.

Business professional dress code does NOT include: blue jeans, denim skirts, shorts, halter tops, low cut shirts (cleavage or lingerie revealing), skirts/dresses shorter than the knee level, low cut pants revealing skin or underwear, t-shirts, sweats, shorts, sandals, flip-flops, open toed shoes, baseball caps or other hats.

The health care professional and the student must present a professional image to the client/patient and are expected to exhibit a neat appearance at all times. The student should provide an example by practicing good eating habits. Daily hygiene (daily showers/baths, nail care, use of deodorant, hose/socks, hair care, neatly-trimmed beard/moustache, and clean, ironed clothes) is essential. Individual practicum sites have policies regarding appearance and conduct that must be adhered to; however, in addition to such policies, MS CPD expectations include:

1. Students may be requested to wear lab jackets/coats for clinical assignments, depending on the guidelines for the facility. Attire worn under these lab coats must be neat, clean, professional in style, and appropriate to the facility. Evaluations of the student's professional appearance are included in the overall evaluations by the preceptors.
2. Professional dress is expected at all times at the facility, and for presentations, tours, field trips, etc. Professional dress means that the student must not wear denim-type jeans, leggings, casual shorts, sweatshirts, t-shirts, or any clothing that is too tight or revealing. ***It is not acceptable to show cleavage or other revealing body parts on the abdomen, legs, or buttocks. Revealing clothing/body parts, excess body piercing, and visible extreme body art are not acceptable professional attire, and in many communities will detract from the student's effort to present themselves as a professional student and will thus interfere with establishing successful professional relationships with patients.*** Preceptors are told that they may ask students to change their attire or appearance if preceptors feel it is distracting to patients or detrimental to the professional atmosphere of their office.
3. Only simple earrings may be worn that are approved and in compliance by the facilities dress code. No nose rings are allowed. Visible body rings or piercings must be removed or covered.
4. Closed-toe shoes (no sandals) must be worn in all clinical settings and labs. Running shoes are appropriate only in the exercise physiology labs. Shoes must be kept clean and repaired at all times.
5. Nametags must always be worn when on duty in the facilities. It is the student's responsibility to attain a name tag prior to the experiential learning activities. During orientation pictures will be taken so the first name tag will be provided. If a student loses a nametag, it is the student's responsibility to make arrangements with the NEP Administrative Assistant to create the appropriate nametag.
6. When working in a kitchen area, hair must be worn off the shoulders and securely pinned away from the face, and/or a hairnet or cap may be worn. Men may be asked to wear hairnets or beard nets in food preparation for NEP activities.
7. Nail polish is not allowed when working around or handling food.
8. During experiential learning activities students must not use perfume, cologne or after-shave. Odors are frequently offensive to people undergoing medical treatment. Some facilities are fragrance-free and do not permit perfumes or strong odors.
9. During the experiential learning activities, students must not eat, chew gum, or use tobacco.
10. Use of alcohol or drugs, or impairment from such use while on duty in any facility, is not acceptable and may be grounds for dismissal from the program. Random drug tests may occur at the training facilities.

11. All clinic or hospital-related material and information must be kept confidential. Students must not discuss any patient/client information in any public place, including elevators, lounges, cafeteria, etc. Students must use only initials when referring to patients/clients in written case studies, reports, or log books. It is unprofessional to repeat gossip or to discuss personality conflicts with co-workers.
12. Germs are more prevalent in the clinic or hospital setting; therefore, students must avoid mouth contact with fingers, nails, pencils, etc. Hands must be washed frequently and after using the toilet.
13. Telephones, supplies, computer equipment, and FAX machines in any facilities are for business purposes ONLY and are prohibited for a student's personal use.
14. Students must arrive at the facility with enough time to report for duty as scheduled. Students must not leave before designated departure times. Students must make sure the preceptor or instructor always knows the student's general whereabouts during the experiential learning activity or internship. Students must call the preceptor or instructor as soon as possible if unable to report for the activity. Students must give the course instructor, academic coordinator, and appropriate preceptors a local phone number and a contact person in case of emergencies.
15. Students must attend the experiential learning experiences in order to meet the competencies and the minimum American College of Sports Medicine requirements. If any experiential hours are missed at any time, the student must make up the time lost. Punctuality is a REQUIREMENT so students must arrive to the Clinic or internship facilities on time. Students must communicate with the preceptor or instructor if ill, attending to personal business or a family emergency, etc. ATTENDANCE is mandatory and if any hours are missed, the student must arrange with the preceptor or instructor to make up the hours at another arranged time. Makeup days must be scheduled based upon the availability of supervising personnel. An extended absence due to illness or extenuating circumstances must be discussed with the course instructor and the preceptor.
16. While on duty or in a class situation, staff and instructors must be addressed by their appropriate title. For example: Doctor, Professor, Ms., Mrs., or Mr. However, some instructors and/or preceptors may prefer to be called by their first names, so students can adjust to what is preferred.
17. Appropriate behavior and dress are required during class time.
18. Students must review study notes and reference materials more extensively on their own time. Projects and homework on advanced material must be anticipated as normal activities of a course requirement that may include experiential learning activities or exercise internship and will require additional time outside the normal workday.

19. Student cell phone use is prohibited during classes, labs, dietetic supervised practice rotations or exercise internship. It is unacceptable for students to text or use the cell phone to communicate except during allowable breaks such as lunch or break times.

Violation of Student Conduct Code

Any violation of the Student Conduct Code is a disciplinary issue and is within the jurisdiction of the Office of Student Conduct. Additional information on policies and procedures relating to WSU students can be found at <http://www.conduct.wsu.edu>.

With respect to conduct that violates the program's standards of professionalism, the decision to place students on probation or dismiss them from the program shall be made in consultation with the NEP chair, CPD director and WSU Student Affairs. A student will be notified in writing if he or she has been placed on probationary status or dismissed.

Potential Sanctions

After reviewing and discussing each alleged case, the CPD director, and the NEP chair will respond in writing to the student(s) within one week. The written letter will summarize the alleged incident and outline the action or consequence recommended by the committee. The recommendations of the committee will vary depending on the nature and severity of each case. Possible outcomes include, but are not limited to:

- A written warning to the student.
- Placement of the student on probation with specific conditions that must be met; these conditions will be clearly defined in writing to the student.
- Require the student to enroll in a university-based course on professionalism.
- Referral to a university-based, professional counseling service.
- Failure of a course or experiential rotation.
- Suspension from MS CPD NEP for a specific period.
- Decertification from the MS CPD NEP.

The action recommended by CPD director, and NEP Chair will be communicated to the complainant at the discretion of the committee and in accordance with WSU's policies on student education records WAC Chapter 504-21 ("University policy on student education records"). The student records will be made available to the student upon request in accordance with WAC Chapter 504-21 ("University policy on student education records") from the Chair of the Student Progress and Retention Committee. Records will be retained in accordance with WSU's records retention policy and state law.

In the event the Code of Professionalism violation involves a serious infraction, the Director of Student Affairs will become involved at the onset of the issue and university policies and procedures will be followed.

The student will be provided an opportunity to appeal the decision made about their violation (*see below*).

Appeal Process

Appeals from sanctions issued under the WSU Standards of Conduct for Students and Academic Integrity Violations are handled by the Office of Student Standards and Accountability in accordance with WAC Chapter 504-26-407 (“Review of Decision”).

Appeals from sanctions issued due to a violation of the Code of Professionalism may be made to the Senior Vice Chancellor of WSU Spokane. This petition must be completed within 10 calendar days from the date the initial decision letter was issued to the student.

Students may further appeal to other University officers in WSU Spokane Student Affairs if the student believes unfair treatment or action is being taken. See the following link for more details on complaint procedures: <https://provost.wsu.edu/procedures/classrooms/policies-and-reports/complaints/>

Dismissal Due to Academic Reasons

If a student is placed on probation or dismissed from the program for academic reasons, Graduate School policies and procedures will be followed. <https://gradschool.wsu.edu/policies-procedures/> The Graduate School Policy is summarized below or can be accessed at here at <https://gradschool.wsu.edu/chapter-six-c/>.

To uphold high academic standards, the Graduate School has established a minimum 3.0 cumulative GPA and a 3.0 program GPA for a graduate student to be considered in good academic standing.

No graded course of ‘B-’ or below may be dropped from a program of study for an advanced degree nor can a course be repeated for a higher grade if the final grade is ‘C’ or higher. Any course listed on the program of study for which a grade of ‘C-’ or below is earned must be repeated for a letter grade, not on a Pass/Fail basis.

All grades earned by a graduate student in courses listed on the program of study, except for the first grade for a repeated course, will be averaged in the student’s GPA.

The student is expected to earn an S (Satisfactory) grade for all research credits (701, 702, 700, 800). One U (Unsatisfactory) grade for research credits indicated that the student is not making satisfactory progress. The student will be subject to dismissal from the program if s/he earns a U (Unsatisfactory) grade for research credit for two terms (summer term included).

Probationary Continuing Enrollment

A graduate student who has completed the first semester of graduate study and earns a GPA between 2.75 and 2.99 is eligible for one additional semester of continued enrollment on a probationary status. Upon completion of the probationary semester, and thereafter until graduation, a minimum of a 3.0 cumulative GPA is required to continue in Graduate School. Probationary status is only available to students immediately following their first semester of graduate study, and is not available to students who have been provisionally admitted.

Termination of Enrollment

The enrollment of a graduate student will be terminated under any one of the following conditions:

- If student has a cumulative GPA below 2.75 at the end of the first semester of study.
- If student has been provisionally admitted and has a cumulative GPA below 3.0 at the end of the first semester of study.
- If a student fails to establish and maintain a cumulative GPA of 3.0 or above after more than one semester of study.
- If student has failed a preliminary or final exam for a second time.
- If student has failed a preliminary or final exam for the first time with a Graduate School representative present, and a second examination is not recommended by the faculty committee, program chair, or representative, in such cases, the Dean of the Graduate School will review the case and make the final determination.
- If student has earned a U (Unsatisfactory) grade for research credits (701) for two semesters (including the summer term).

Other reasons for termination might include failure to make normal progress toward degree completion (such as failure to complete coursework on time or multiple incompletes), failure to maintain continuous enrollment, failure to assemble and maintain an approved faculty committee, issues related to academic integrity or student conduct, etc. Only the Dean of the Graduate School or the University Conduct Board has the authority to terminate a student's enrollment.

Reinstatement

Reinstatement of a provisionally admitted graduate student who falls below a 3.00 GPA following completion of one semester or one summer session, or of a graduate student who falls below 2.75 GPA following completion of one semester or one summer session will be considered only through a petition from the graduate student to the program chair. Following a meeting between the graduate

student and the program chair, the chair may favorably recommend reinstatement for the student through a petition to the Dean of the Graduate School who has final approval.

Reinstatement procedure for a graduate student who has completed two semesters, one semester and one summer session, or two summer sessions and whose GPA is below 3.0 follows the same procedure. The student must meet with the program chair who, upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. If approval to continue is granted, the student will have one semester or summer session to increase the cumulative GPA to 3.0. Failure to do so requires termination of enrollment in the program and in the Graduate School.

If the student becomes academically deficient because of two U (Unsatisfactory) grades for research credits, the student must meet with the program chair, who upon favorable recommendation, may petition the Dean of the Graduate School for approval to reinstate the student. The program chair must identify the conditions for continuation of study in the petition request. If approval to continue is granted, the student will have one semester or summer session to improve research progress.

Voluntary Student Resignation

Resignation: If it becomes necessary to resign from the MS CPD NEP program before completion, the student should consult with the Academic Coordinator, and complete the paperwork required from the Graduate School. Refer to the guidelines outlined on the WSU Graduate School Website.

Reapplication: If you resign for personal reasons you may reapply along with new applicants for admission into the MS CPD following the process set forth in the Graduate School admissions policies and procedures. If you are dismissed, you may not reapply to the MS CPD NEP.

If you elect to interrupt your academic program, you will have to meet new degree requirements if a curriculum change has occurred during your absence. Most courses are only offered one time per year. Because of this, planning your full academic program with the MS CPD NEP faculty advisor is vitally important. If you decide to drop a course, you run the risk of lengthening the time required to achieve your academic degree.

Appendices

APPENDIX A

MS-CPD ONBOARDING CHECKLIST

Each checklist item will have a unique deadline during the summer prior to your first enrollment. The Placement Manager will distribute a check sheet with deadlines in May. All items will be submitted as required by the Placement Manager.

- Signed Acknowledgement of Understanding Form
- Signed WSU NEP Media Consent Form
- Signed Authorization for Release of Record
- Student Professional Liability Insurance
- Physical Activity Readiness Questionnaire (PAR-Q+)
- HIPAA Certification (*Valid 5 years*)
- Blood Borne Pathogens (BBP) Training: Initial Training Quiz & Signed Form
- First Aid Certification
- Food Handlers Permit
- CPR (Adult, Infant, & Child) w/AED Certification

*Must be designated for healthcare professionals and include hands-on interactive component, must be **AHA BLS Healthcare Providers Certification***

- Criminal Background Check
- Washington State Patrol (WATCH) background Check (annually)
- Office of Inspector General (OIG) Background Check (annually)
- Tetanus & Diphtheria (TDAP/TD)
- Measles, Mumps & Rubella (MMR) series (2) *or* Titer test
- Hepatitis B Series (3) *and* Titer test *or* signed Hepatitis B declination waver
- Varicella Series (2) *or* Titer test
- Annual Flu shot *or* signed flu declination waver

- Negative 2-step TB test initially, then 1-step TB test annually. If any TB test is positive, refer to handbook.
- Hepatitis A (Optional – some sites may require)
- Drug Test (Optional – some sites may require)
- Academy of Nutrition and Dietetics Student Membership
- eNCPT Student Subscription

MS-CPD ONBOARDING CHECKLIST- Cont.

Documentation Descriptions:

Acknowledgement of Understanding:

A signed *Acknowledgement of Understanding* (AoU) which indicates the student has read the BS NEP Student Handbook and will abide by the policies and procedures of the university, campus, and program.

Media Consent Form

The media consent form allows NEP to use pictures and/or videos or other multimedia of students in class, at internship sites, and/or engaging in any NEP-related activity.

Authorization for Release of Record

The release of record allows NEP faculty and staff to share personal information necessary for students to onboard to internship sites.

Professional Liability Insurance:

To purchase the professional liability insurance, students can visit the WSU Spokane Student Affairs Office Cashier in the Spokane Academic Center (SAC130) and pay with cash, check, or credit card. This requires an additional fee on top of other tuition and fees. This fee is the responsibility of the student in addition to application and tuition fees. Students will be required to renew liability insurance annually. More details about Professional Liability insurance is described above under "Insurance Requirements."

PAR-Q+

The PAR-Q is the Physical Activity Readiness Questionnaire. You will be asked to provide information about your ability to participate in physical activity as a part of course requirements. If you require disability accommodations, information will be provided to you to request such accommodations.

HIPAA Training

The Health Insurance Portability and Accountability Act (**HIPAA**) training is required of all NEP students. Only HIPAA training completed under the auspices of the WSU Office of Grants and Research Development through the Collaborative IRB Training Initiative (CITI) will be accepted to satisfy this requirement. More information is available at <http://www.irb.wsu.edu/CITI.asp>. Students should complete the Basic/Refresher Required Modules training which can be done online at the previous site and takes 3-4 hours to complete.

Blood Borne Pathogens Training (BBP)

This training is designed to ensure students can properly handle bodily fluids and other tools in order to prevent the spread of disease. Blood Borne Pathogens training is completed online through WSU Health & Wellness Services at: <https://ehs.wsu.edu/home-2/bbptraining/>. Once students complete the training, they take the Initial training quiz at the end and submit results to the NEP Placement Manager. Students must also sign the BBP form located in the back of this Handbook.

First Aid

Basic first aid training is required from all incoming NEP students. Certification must be kept active throughout enrollment in the NEP program. Referrals for training programs will be provided by the Placement Manager.

Food Handler's Permit

All students are required to have a current Washington State Food Worker Card. For more information about the Washington State Food Worker Permit, students should search WA State website: <http://www.foodworkercard.wa.gov/>.

CPR with AED

Students need to make sure to get the **Basic Life Support** CPR & AED certification **specifically for health care providers**. Training options will be provided by the Placement Manager.

National Criminal Background Check

All students are required to submit a nationwide criminal background check **prior to orientation**. Only national background checks obtained through the agency "castlebranch.com" will be accepted. To obtain this background check, students should visit the website <https://www.castlebranch.com> then

click on “Place Order” and enter the package code **given to you by your graduate advisor** (NEP@WSU.EDU) for student access.

Please note that public institutions such as WSU may not deny admission based upon an applicant’s criminal record. However, if a student has a criminal conviction, s/he may not be able to complete her/his degree and graduate depending upon the type and/or severity of the crime, irrespective of whether WSU has granted admission to the program. Experiential portions of the curriculum (practical experiences and rotations) are required for completion of the degree and take place in private institutions that typically restrict individuals with criminal convictions from interacting with patients/clients. Since this is a nation-wide background check, it will require a fee in addition to the application and tuition fees.

Washington State Patrol Background Check (WATCH)

Students are required to complete an annual Washington State Patrol Background Check (WATCH) in addition to the criminal Background Check. Students can complete the WATCH at <https://fortress.wa.gov/wsp/watch/>. The fee is included with your CastleBranch access.

Office of Inspector General (OIG) Background Check

The Office in Inspector General Background check can be completed at <https://exclusions.oig.hhs.gov/>. A screenshot of the results should be provided to the Placement Manager.

Immunization/Health Records

Each student must provide evidence to the NEP Placement Manager of completed immunizations listed here:

- Diphtheria & Tetanus (TD/TDAP) within the last ten years
- Measles, Mumps & Rubella (MMR) series (2) or titer
- Varicella (chicken pox) series (2) or titer
- Flu Vaccine (annually), or signed declination waver
- Hepatitis B series (3) and titer, or signed declination waver
- Negative 2-step TB skin test initially, and 1-step TB skin test annually

The immunization or test must be renewed if it expires during the year, and that documentation should be provided to the NEP Placement Manager on or before the expiration date of the immunization or tuberculosis test. These requirements must be maintained and current during the entire time while enrolled in the MS CPD NEP.

Notes:

Diphtheria & Tetanus (TD/TDAP): Documentation of TD or TDAP vaccination within the last 10 years must be submitted to NEP Placement Manager prior to Orientation.

MMR (Measles, Mumps & Rubella): Must provide the 2-step series of MMR or titer test proving immunity prior to orientation.

Varicella (chickenpox): A student must get a Varicella immunity titer. If the Student has never had chicken pox or the titer comes out negative, then the student must be immunized for chickenpox instead. Provide record to NEP placement manager prior to orientation.

Flu: Documentation of annual flu shot is required by NEP throughout the student's time in the program. The Student can choose to sign the declination waver instead of being immunized for Flu. **However**, declining vaccination will exclude students from certain internship site experiences and may inhibit students from completing their degree.

Hepatitis B: Students must have at least initiated the Hepatitis B series with the first immunization or submitted titer test proving immunity prior to orientation, and then provide evidence of the following two Hepatitis B required immunizations at a later date. The Student can choose to sign the declination waver instead of being immunized for Hep B. **However**, declining vaccination will exclude students from certain internship experiences and may inhibit students from completing their degree.

Tuberculosis (TB): Most sites require a 2-step TB test initially, then annual TB test. (If it has been more than 12 months between annual TB tests, then students will need to repeat the 2-step TB again). Documentation of a negative 2-step TB skin test is required by NEP prior to orientation. Students then must provide evidence of **yearly** purified protein derivative (PPD) tuberculosis testing (negative 1-step) throughout their time in the NEP program. If students are PPD-positive

or have had Bacilli Calmetti Guerin (BCG), contact the NEP Placement Manager for further instruction.

Drug Testing

Many internship sites require drug testing, but it is optional for the NEP enrollment. The expense of such a test will be the responsibility of the student. Arrangements have been made with PAML in Spokane for \$20 drug screen test. Obtain PAML Employee Drug Screen Authorization Form from the Graduate Academic Advisor.

Academy of Nutrition and Dietetics Student Membership

Can be obtained at a discounted rate for students for a limited number of years. Continued membership required during student enrollment. More information is available here:

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>

eNCPT Student Subscription

Can be obtained at a discounted rate for students. Subscription will be needed to access required materials. Continued membership required during student enrollment. More information can be found here: <https://ncpt.webauthor.com/>

Students who have not completed the required documentation will not be allowed to participate in experiential learning activities. This will likely result in a significant grade reduction (please see course syllabi) and possible graduation restriction.

APPENDIX B

Advising Checklist Forms



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

Master of Science Coordinated Program in Dietetics, Nutrition & Exercise Physiology

Washington State University

Student Handbook

ACKNOWLEDGEMENT OF UNDERSTANDING

I, _____

have read the current MS CPD NEP Student Handbook and the current WSU Student Handbook in their entirety, including the links provided therein. I fully understand the content of these documents and agree to abide by the policies and procedures as outlined in the documents and the university website. I agree to assume the student responsibilities provided in these documents.

Student Signature: _____

Date: _____



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

MEDIA CONSENT FORM

Date:

I, (please print) _____, hereby give my consent to be captured on any and all forms of media including but not limited to photography, video, audio etc. recorded by a staff, faculty or student of Washington State University and by its partners. I understand that the footage is to be used for teaching and communications purposes or for informational/marketing publications which may also include distribution over public, commercial, cable television, and/or the website. I release Washington State University, faculty, staff, and students from any responsibility associated with this action whatsoever.

Participant's Signature: _____

Email: _____



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

STUDENT AUTHORIZATION FOR RELEASE OF RECORD

Student Name: _____
(Please Print) (First) (Middle) (Last)

WSU ID: _____ Date of Birth: _____

I authorize the Nutrition and Exercise Physiology Program to release information from my education record as requested by clinical agencies in order to attempt to secure placement for clinical/practicum experiences.

I understand clinical agencies can require that I provide additional information beyond what is contained in my WSU education record.

I acknowledge there is no guarantee that I will receive a clinical placement. I understand I will not be placed at a clinical agency if I cannot meet the agency's requirements.

This authorization is valid for a period of five (5) years from the date of my signature. I understand I may revoke this authorization at any time by providing written notice to the Nutrition and Exercise Physiology Placement Manager.

Student Signature: _____ Date: _____

Completed Blood Borne Pathogens Training

Washington State University Spokane Nutrition and Exercise Physiology

DUE: After the completion of the BBP video and successfully passing the BBP quiz

I have completed all of the required elements for Blood Borne Pathogens Training:

_____ Watched the Blood Borne Pathogens refresher video in class

_____ Completed and passed (with at least 90%) the Blood Borne Pathogen Refresher Quiz

_____ Read Blood Borne Pathogens Control Plan 2015-2016

I agree to follow appropriate procedures for infection control as outlined in the Blood Borne Pathogens Control Plan, BBP training video, and the provided skill sheets. I understand that the cost of treatment, if I become exposed to an infectious agent, is **my responsibility and is not the responsibility of the University.**

NAME (Please print): _____

Signature: _____

Date: _____

IMPORTANT

Students are required to keep a copy of this document each year. A copy of this may be required by experiential learning sites and rotation or internship site.

Students who have not successfully completed these activities by the end of orientation:

- Will not be allowed to participate in any experiential learning activities or begin their rotation or internship until all activities have been completed and documented by the NEP Academic Coordinator or appropriate faculty member.

STUDENT MEDICAL PROFESSIONAL LIABILITY INSURANCE

COST: \$15.50 PER YEAR

Student Name: _____ WSU ID #: _____

Academic Department: NURS: BSN RN-BSN MN/DNP PhD
NEP: UGrd CPD PHARM SHS

Location: Spokane TC WW VC Yak

Student Permanent Address: _____

Phone Number: _____ Email: _____

Request insurance to begin on: _____

(This policy is renewed annually and once paid, coverage for all related internships are covered for 365 days from this date)

This Student Medical Professional Liability Policy provides liability coverage of \$1,000,000 per occurrence with a \$3,000,000 annual aggregate limits and Commercial General Liability coverage with limits of \$1,000,000 per occurrence with a \$3,000,000 limits.

NURSING Students: Professional Liability Insurance is required for each student. Submit this form with payment of \$15.50.

NEP, SHS, & Pharm Students: Submit this form if requested by your department with payment of \$15.50.

When authenticated with the cashier's paid stamp and returned to your academic department, this document serves as proof of insurance. **You may process this form in person in the Student Affairs Office (SAC 130) or mail it with payment to:**

Washington State University Spokane
Office of Student Affairs
PO Box 1495
Spokane, WA 99210-1495

Check made payable to WSU MasterCard Visa

Cardholder Name: _____

Billing Address: _____

Card # _____ Security Code _____ Exp. Date _____

Authorization Signature: _____

Cashier's Paid Stamp

Trans Code: SSSPLI

PLEASE INCLUDE ALL INFORMATION. Omissions may result in your payment not being processed.

Form Version April 2015, authorized for use through Fall Semester 2015

WE ACCEPT THESE MAJOR CREDIT CARDS



APPENDIX C

OPTIONAL IMMUNIZATION DECLINATION FORMS



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

HEPATITIS B VACCINE DECLINATION

I understand that due to my exposure to potentially infectious materials through my Nutrition and Exercise Physiology (NEP) courses, internship, rotations, or other experiential learning activities I may be at risk of acquiring Hepatitis B (HBV) infection.

I understand that by declining to obtain this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and get vaccinated with the Hepatitis B vaccine, I will present notification to the NEP Placement Manager.

I understand that by declining to obtain this vaccine I may not be able to complete an internship if the site requires the vaccination

NAME (please print): _____

SIGNATURE: _____

DATE: _____



Program in

Nutrition and Exercise Physiology

WASHINGTON STATE UNIVERSITY
SPOKANE

INFLUENZA VACCINE DECLINATION

Did You Know?

- CDC and the Advisory Committee on Immunization Practices (ACIP) recommend that all health care workers get an annual flu vaccine.
- Fewer than half of health care workers report getting an annual flu vaccine.
- As a health care worker, by getting vaccinated, you can help protect your family at home and your patients at work from getting sick.
- Influenza outbreaks in hospitals and long-term care facilities have been attributed to low vaccination rates among health care professionals.
- Studies have shown that higher vaccination rates among health care workers can reduce influenza-like illness, and even deaths, in settings like nursing homes.
- Health care workers play an important role in protecting public health, and your co-workers need you to be healthy and able to cover your shift.
- Getting a yearly flu vaccine can help ensure your time off is spent doing what you want to do, not staying at home sick.

I have read and understand the above facts but elect to decline the Influenza Vaccine.

NAME (please print): _____

SIGNATURE: _____

DATE: _____

APPENDIX D

NEP FACULTY CONTACT INFORMATION

Name/Title	Email Address	Phone Number	Office
Glen Duncan <i>Chair, Nutrition & Exercise Physiology</i>	glen.duncan@wsu.edu	509-358-7875	SHER 318C
Janet Beary – CPD Faculty <i>CPD Director; Clinical Associate Professor</i>	beary@wsu.edu	(509) 358-7562	SHER 320B
April Davis – CPD Faculty <i>Clinical Assistant Professor</i>	adavis@wsu.edu	(509) 358-7919	SHER 320A
Shaekira Niehuser – CPD Faculty <i>Clinical Assistant Professor</i>	shaekira.niehuser@wsu.edu	(509) 358-7622	SHER 314C
Pablo Monsivais <i>Associate Professor</i>	p.monsivais@wsu.edu	(509) 358-7685	SHER 458
Ofer Amram <i>Assistant Professor</i>	ofer.amram@wsu.edu	(509) 368-6863	SHER 458
Martine (Petey) Perrigue <i>Assistant Professor</i>	martine.perrigue@wsu.edu	(509) 368-6911	SHER 306
Hans Haverkamp <i>Associate Professor</i>	hans.haverkamp@wsu.edu	(509) 368-6912	SHER 314B
Susan Kynast-Gales <i>Clinical Associate Professor</i>	kynasts@wsu.edu	(509) 368-6735	SHER 304
Lindsey Miller <i>Clinical Assistant Professor</i>	lindsey.e.miller@wsu.edu	(509) 358-7766	SHER 314B
Julie Larsen <i>Instructor</i>	larsen2@wsu.edu	(509) 368-6958	SHER 302
Mark McMulkin <i>Instructor</i>	mcmulkin@wsu.edu	N/A	

NEP STAFF

Jill Wagner <i>Academic Coordinator</i>	jill.wagner@wsu.edu	(509) 358-7811	SHER 318B
Carrie Bolinger <i>Graduate Advisor/Placement Manager</i>	Carrie.Bolinger@wsu.edu	(509) 358-7626	SHER 318A
Nick Dunn <i>Laboratory Coordinator</i>	nicholas.dunn@wsu.edu		SHER 308
Jennifer Puttuck <i>Office Assistant</i>	jennifer.puttuck@wsu.edu	(509) 358-7668	SHER 308
