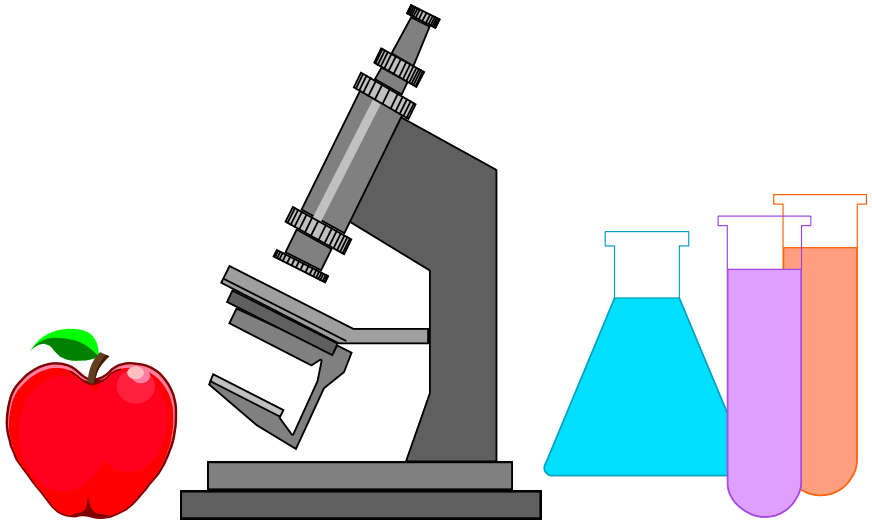
NUTRITION AND DIETETICS
STUDENT HANDBOOK

Acadia University
Wolfville, NS
B4P 2R6

SCHOOL OF NUTRITION AND DIETETICS PURPOSE STATEMENT

The School of Nutrition and Dietetics is the "go to spot" for students interested in learning about nutrition, food and health. As part of a unified team, we inspire and compel our students to learn, question, and develop into well-rounded, competent, and independent food and nutrition leaders. Our strong curriculum includes innovative and integrated approaches that enhance student and faculty visibility. Our outcomes are recognized locally and nationally. Our faculty and staff support each other, and our school's reputation is enhanced as a result of the building of individual careers in teaching, scholarly activity, and community service.

Revised April 2016



September 2021

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USEFUL TELEPHONE NUMBERS

School of Nutrition and Dietetics office	585-1366
Safe Walk Home Service / Safety and Security	585-1103
Student Resource Centre	585-1246
Coordinator, International Student Advising	585-1690
Student Union Info Desk	585-2110
Student Accounts	585-1297
Registrar's Office	585-1222
Acadia Box Office	542-5500
Red Door, Kentville	679-1411
Student Health Services	585-1238
Helpdesk / Technology Services	585-4357
Financial Aid Office	585-1574
Campus Bookstore	585-1201
University Chaplain	585-1203
Dean of Science office	585-1472
Open Acadia	585-1434
Accessible Learning Services	585-1823
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PURPOSE STATEMENT

The School of Nutrition and Dietetics is the "go to spot" for students interested in learning about nutrition, food and health. As part of a unified team, we inspire and compel our students to learn, question, and develop into well-rounded, competent, and independent food and nutrition leaders. Our strong curriculum includes innovative and integrated approaches that enhance student and faculty visibility. Our outcomes are recognized locally and nationally. Our faculty and staff support each other, and our school's reputation is enhanced as a result of the building of individual careers in teaching, scholarly activity, and community service.

Revised April 2016

DESCRIPTION OF THE SCHOOL

The School of Nutrition and Dietetics has a long and distinguished history at Acadia. Since 1928, the School has been graduating high-calibre individuals, well grounded in the science and art of nutrition, and equally capable of obtaining work in the dietetic profession or continuing their studies in graduate school, education, law or in the health professions, including medicine, physiotherapy, nursing and dentistry.

The School collectively is composed of the faculty members, the students, the administrative assistant, the instructors and adjunct professors. The members of faculty and staff, along with the Director, are responsible for the School, its facilities and its operation. The faculty members with their office and telephone numbers are listed on page 9.

BACHELOR OF SCIENCE IN NUTRITION PROGRAM PROFILE

The Bachelor of Science in Nutrition (BSN) degree is designed to provide a foundation in the physical and social sciences along with a variety of courses in foods, nutrition, and professional skills. The program prepares graduates for careers in nutrition, dietetics, or the health professions including medicine, physiotherapy, nursing, and dentistry. In addition, through the Consumer Food option, the program prepares students for careers in food science, the food industry, and food services. Students interested in teaching in secondary schools may qualify by completing the Bachelor of Education degree following the Bachelor of Science in Nutrition. Graduates have also pursued careers in law and journalism.

The four-year Bachelor of Science in Nutrition (with the Dietetics Option) is an accredited program recognized by the **Partnership for Dietetic Education and Practice (PDEP),** and prepares students for eligibility for registration with a provincial dietetics regulatory body after completing an accredited dietetic internship or practicum program. Acadia University offers two practicum streams (graduate and integrated). The Dietetic Practicum Program provides students with the opportunity to work with a variety of individuals in the nutrition and dietetics field and enables students in the integrated stream to bring their experience back to the classroom.

Graduates of the Bachelor of Science in Nutrition (Dietetics Option) may also apply for a PDEP accredited post-degree practicum program or apply for one of the Masters with practicum programs.

PROGRAMS

The School offers two degrees:

BSN Bachelor of Science in Nutrition
BSNH Bachelor of Science in Nutrition with Honours

The complete programs are listed in the University Calendar. Except under special circumstances as outlined in the calendar, "students may fulfill the curriculum for the degree or diploma requirements stated either in the Calendar current when they were accepted to their program or those stated in the Calendar of the year of graduation..." (Acadia University Calendar, 2021-22, p.36). Year-by-year program advising sheets can be found at: http://nutrition.acadiau.ca/program-profile.html

Bachelor of Science in Nutrition

Within the nutrition program, there are two degrees (BSN and BSNH); **second majors** available in Biology, Chemistry and Psychology; and three **options** (Dietetics, Kinesiology and Consumer Food option). Students must have permission from both Nutrition and Biology in order to do the Nutrition / Biology second major; from both Nutrition and Chemistry to do the Nutrition / Chemistry second major; from both Nutrition and Psychology to do the Nutrition / Psychology second major and from both Nutrition and Kinesiology in order to do that option. An **option** is **not** a second major but is a cluster of courses available to students**. No mention of this achievement is indicated on the transcript or degree.**

The dietetic education program is an accredited program recognized by the Partnership for Dietetic Education and Practice (PDEP) and prepares students for eligibility for registration with a provincial dietetics regulatory body. Our program adheres to the vision, values and mission set by the University and School, but has a specific set of objectives to govern its mandate. These objectives are:

1. Prepare students with foundational and applied knowledge in food, nutrition, and dietetics incorporating and valuing:
   i. Professional written and oral communications skills
   ii. Critical thinking and reflection abilities
   iii. Client-centeredness
   iv. Teamwork, collaborative learning, community service, and leadership.
   v. New and emerging research approaches and findings, and stay on top of current research

2. Prepare students to apply for careers of their choice

3. Prepare students for ethical and professional conduct

Students who wish to become professional dietitians must meet all the requirements mandated by the Partnership for Dietetic Education and Practice (PDEP) and complete an accredited integrated or graduate dietetic practicum in addition to their university program. We are very pleased to be able to offer nutrition students a dietetic practicum program. **All dietetic practicum programs are highly competitive and there is no guarantee of acceptance.** Entry to a practicum program is based on a strong academic standard, participation in course work, active involvement in volunteer activities, favourable references and a positive interview. Our program allows a number of students to complete their dietetic practicum in the summers after their third and fourth years of study, or for a year post-graduation. The program involves placements with dietitians in the Western Zone of Nova Scotia Health through a partnership with Acadia University and Nova Scotia Health. Students apply for this program in January of their third or fourth year. The Coordinator of this program is **Prof. Connie Foote.**

The School also offers a co-operative education program. The University Calendar explains: "Co-operative Education (Co-op) is an educational strategy that formally integrates academic studies with discipline related, paid work experience with participating employers in all sectors …. Students apply for admission to Co-op after completing a minimum of 24 credit hours…. A minimum cumulative 2.5 GPA is required… " (Acadia University Calendar, 2021-22, p.32). Students who would like further details on the program should refer to the Co-op website (http://co-op.acadiau.ca)

Bachelor of Science in Nutrition (Honours)

An information session explaining the thesis route to the honours program is held in the fall of each year. Students wishing to pursue the thesis route to honours should contact the Director of the School of Nutrition and Dietetics to determine their eligibility. The University Calendar (2021-22, p.97) states that for the Bachelor of Science in Nutrition with Honours:

> *In addition to the specific course requirements for each program, a GPA of 3.33 is required for Honours. Additionally, a minimum of 48h in Nutrition courses must each be passed with a minimum B-grade.*
>
> *There are two routes to the BSN with Honours:*
>
> *a) Thesis route (Nutr 4996). Admission to the thesis route requires agreement of a faculty member in the School to supervise the thesis*
>
> *b) Dietetic Practicum (Nutr 4033 and Nutr 4043). ** **see below**

It is critical for students to understand that doing honours research requires a degree of independence. Students who are hesitant to work independently may find it more rewarding to adhere to structured course work rather than attempt an honours thesis. Eligible students should consider their areas of interest and consult with members of the faculty to determine a supervisor. Areas of research interest for each professor are listed on page 9. Nutrition students may be eligible for summer research funding through Honours Summer Research Awards or through the research funding of their supervisors. The honours guidelines can be found at: http://nutrition.acadiau.ca/honours-research.html

Dietetic Practicum Program

Students aspiring to become Registered Dietitians (RD), referred to as Professional Dietitians (PDt) in Nova Scotia, must meet all the requirements mandated by the **Partnership for Dietetic Education and Practice (PDEP). The Acadia University Dietetic Practicum Program** is an accredited professional education program. Entry **is** ***highly competitive and there is no guarantee of acceptance***. A maximum of 11 students per year are accepted for the two streams, integrated and graduate. Graduates of the Practicum Program are eligible to practice as Registered Dietitians (RD or PDt) upon successful completion of the national registration exam (Canadian Dietetic Registration Exam [CDRE]).

Please note: Only full-time Acadia University students in the BSN (Dietetics Option) may apply for the Dietetic Practicum Program offered by Acadia. Students from programs other than Acadia University are **not** eligible.

About the Practicum

Since 1999, the faculty of the School of Nutrition and Dietetics and the dietitians of the Western Zone of Nova Scotia Health (NSH) have worked together to provide Dietetic Practicum students with many opportunities and learning experiences to meet the competencies required to complete the Program. Entry to the Practicum Program is based on strong academic achievement, participation in course work, active involvement in volunteer activities, favourable references, and a positive interview. Dietetic Practicum students are placed within the Western Zone of NSH. The Program involves rotations including the core areas of Nutrition Care, Management (food services and administration), and Population and Public Health. Long Term Care placements are also part of the Program. A practice-based research project and completion of a research seminar are required components of the practicum.

Integrated Practicum stream:

- Application is made in January of the third year of study
- 48 weeks in two Levels taken in two courses, NUTR 4033 and NUTR 4043
- Level 1 (NUTR 4033): 16 weeks, is completed from May to August between third and fourth year
- Level 2 (NUTR 4043): 32 weeks, is completed between May and December after the fourth year of study
- Unsuccessful applicants who meet the eligibility criteria can reapply to the graduate stream in their final year of study

Graduate Practicum stream:

- Application is made in January of the final year of study
- 48 consecutive weeks consisting of two courses, NUTR 4033 and NUTR 4043
- The courses are taken between September and August (with a two-week break in December)

Pre-requisites for application to both streams of the Acadia University Dietetic Practicum Program

- **must be a full-time student in the School of Nutrition and Dietetics for at least one full academic year prior to the application year, and be working towards the requirements of the Bachelor of Science in Nutrition (Dietetics option).**
- **a minimum GPA of 2.67**
- **minimum grade of B- in all of NUTR 1323 (Human Nutrition 2), NUTR 1343 (Food Commodities 2), NUTR 2013 (Principles of Nutritional Assessment) and NUTR 2023 (Introduction to Communication)**

Application Process

- An information session is held by the Dietetic Practicum Coordinator every year in the fall. Information about all practicum options is provided and students interested in dietetics are encouraged to attend regardless of their year of study
- Application packages are emailed to all eligible students in October of each year
- Applications are due in late January (date set annually)
- A Selection Committee of School of Nutrition and Dietetics faculty members and dietitians representing the Western Zone of NSH determine the short-list of applicants to be interviewed
- **In-person interviews** are conducted during Acadia's study week in February
- **Eligible students planning to apply to the Dietetic Practicum Program should not make travel plans for the study week. Telephone or video interviews are not an option.**
- Applicants are notified of the results of their interview by Prof. Connie Foote, Dietetic Practicum Coordinator

Practicum Student Expectations

Students must meet the academic requirements for the Bachelor of Science in Nutrition (Dietetics option) to graduate from Acadia University
https://registrar.acadiau.ca/tl_files/sites/registrar/pdfs/Academic_Calendars/calendar_final.pdf (page 98).
Students admitted to the Acadia Dietetic Practicum Program are expected to maintain a 2.67 GPA, and achieve a minimum grade of C- in any remaining core courses. Failure to do so may lead to a review of acceptance to the practicum, and integrated students may be asked to leave the program.

Anticipated Expenses

- Practicum students are required to pay tuition for Nutr 4033 and 4043. Tuition fees are equivalent to two (3h) courses as set in the most current academic calendar. While they do not receive renumeration, practicum students are eligible for student assistance if they are residents of most Canadian provinces.
- All expenses related to accommodation and transportation are the responsibility of the student. A valid Driver's Licence and access to a vehicle is required. There are placements which take place outside of the facility setting so dietetic practicum students must be willing and able to travel throughout South Western Nova Scotia.
- Students are required to find accommodations near the facility (a regional hospital) where their practicum is based (Yarmouth area; Annapolis Valley area; South Shore area).

For more information on the Acadia University Dietetic Practicum Program, please contact:

Connie Foote, MAHN, PDt
Coordinator, Dietetic Practicum Program
Telephone: 902-585-1367
Email: connie.foote@acadiau.ca

FACULTY / STAFF DIRECTORY

Dr. Jennifer Brady, Director (as of January 1, 2022)	1346	HSH 423
Dr. Liesel Carlsson, Associate Professor and Acting Director (until December 31, 2021)	1266	HSH 427
Mrs. Lynn Coleman, Administrative Assistant	1366	HSH 425
Prof. Sue Conlan, Instructor	1365	HSH 401
Dr. Matt Durant, Professor	1204	HSH 419
Prof. Connie Foote, Instructor	1367	HSH 403
Dr. Mojtaba Kaviani, Associate Professor	1884	HSH 428
Dr. Matt McSweeney, Associate Professor	1230	HSH 421
Dr. Catherine Morley, Professor	1351	HSH 426

FACULTY AREAS OF INTEREST

Dr. Jennifer Brady	Health professions roles in social justice and socially just practice History of dietetics and home economics Cultural food security Nutrition and health justice Fat studies and weight neutral approaches to practice Intersectionality, gender, race, class Critical and feminist theory Qualitative and mixed-methods
Dr. Liesel Carlsson	Global Food Security and Sovereignty Food Culture Health Promotion and Policy Food Systems and Sustainability
Dr. Matt Durant	Obesity Human Nutrition Clinical and Metabolic Nutrition
Dr. Mojtaba Kaviani	Macronutrient manipulations and sport performance Sport supplements and recovery Sport bars and drinks for endurance, strength, and power Functional food and weight loss Glycemic control and diabetes Active aging strategies

Dr. Matt McSweeney	The production of low GI food products and their sensory characteristics Sensory evaluation of new health food products and investigation of health claims' interaction on consumer's liking of a product Investigating the connection between satiety and sensory properties of food Working with local food companies to help produce new and interesting food products Evaluate local consumer trends and what drives their liking of food products using new and innovative methodology
Dr. Catherine Morley	Dietetics Education, Nutrition Education Dietetics History, Critical Dietetics Arts-based Inquiry, Practice-based research

FACILITIES

The School of Nutrition and Dietetics is housed in Huggins Science Hall, located on the western edge of the campus. The School office, faculty offices, research laboratories, teaching laboratories, classrooms, lounge and student study areas are located in this building on the MacMillan (4th) floor.

The laboratories include a sensory evaluation unit (Centre for the Sensory Research of Food) which permits taste testing of foods under a variety of controlled situations. It is rated among the best in Canada. Other facilities provide students with excellent equipment for their work in quantity foods, institutional management and introductory food commodities.

There is a student lounge on the 4th floor, which includes work space for students. There are network printers located in the library and the Technology Services Department where student printing can be done. Print credit must be purchased through Technology Services. A fridge, microwave and sink are also available for student use**. Students are responsible for keeping this area clean and tidy.**

Research laboratories / work spaces are assigned to the faculty members, their students and research groups. Space assignments within these areas are coordinated by the faculty member concerned.

Locations

MacMillan (4th) Floor

402	Management lab	416	Help Centre
404	Storage	417	Student Lounge
406	Food Storage / Preparation	418	Food Commodities lab
408	Sensory lab	420	Classroom
412	Nutrition Education / Communications lab	422	Classroom / Dining Room

POLICIES REGARDING USE OF SCHOOL FACILITIES

Laboratory Procedures

The use of nutrition labs and equipment should be coordinated through the Instructor, **Prof. Sue Conlan,** HSH 401, ext. 1365. Food supplies, chemicals and equipment in the teaching laboratories and storerooms are intended for teaching purposes. **They are not to be removed without permission**. Certain chemicals, glassware and equipment are communal. Others are for primary use by a specific research group and, as such, should be approved by the faculty member in charge of that area. **Ask before using.**

Students conducting research will be assigned space within the area available to their professor / supervisor. Orders for food supplies, chemicals and equipment to be used in your research are to be placed by

your professor / supervisor. Given the layout of the research facilities, there is very little common space. Consequently, commonly used instrumentation is frequently housed in specific research areas. Researchers are expected to respect the needs and activities of individuals within those areas.

There are very specific rules concerning the use and storage of chemicals. This legislation, called WHMIS (Workplace Hazardous Materials Information System), requires special labelling of all reagents, and requires all students (and all lab personnel) to be aware of the properties of the chemicals they are using. Safety Data Sheets (SDS) are available in each work area. If a SDS cannot be located, contact the Lab Instructor.

Wherever and whenever food is being handled, students must wear a clean lab coat, hairnet and quiet, closed-toe, comfortable shoes. Disposable gloves are available when required for food preparation.

All glassware used for taste testing must meet public health standards. This means washing glassware at an appropriate temperature and in an appropriate manner before using. Be careful that glassware used for non-food grade chemicals is not used for taste testing.

When students are finished with their research, they must clean up their work areas and any other spaces they occupy. Keeping tidy workplaces should be a concern at all times!

For personal safety, **no one should work alone in the laboratories or study rooms, particularly after regular hours.** Should it be necessary to bring along someone who is not associated with the School, the student is responsible for this individual. Security patrols may require proper identification.

Use of Lab Facilities Outside Regular Lab Times

A. Students requiring use of lab facilities **for course work** outside regular lab times must co-ordinate this through their **course professor** and the **Instructor (Prof. Sue Conlan).** This ensures that the room is reserved, that any equipment and / or supplies needed are available and that the necessary clean up is supervised and co-ordinated with the custodial staff.

B. Students wishing to use the lab facilities **for social or fund-raising activities** must co-ordinate this through the **Instructor (Prof. Sue Conlan).** The School Administrative Assistant must be notified of date, time, room(s) needed and name of event. Forms outlining the plan for use of the facility are to be completed **as soon as possible** prior to the event. Forms are available from the Instructor.

Access to and Security of the Building

Security in Huggins Science Hall is strictly enforced. The main doors of the building are open from 8 AM to 5 PM on weekdays. A key authorization form, signed by the Director, is necessary to obtain any keys for the building, and an appropriate reason for wanting the key(s) must be given. It is important that these keys be taken care of and **not loaned** to others. You should also be aware that there is a **fee of $25.00** charged to your student account for keys which are not returned by the date specified on the form. All concerns about building safety should be reported to the Director of the School.

The phone in the elevator provides a direct line to Security. You may also call Security at 585-1103.

A Safe Walk Home Service is provided by Security and is available on campus. You may request the Safe Walk Home Service by calling 585-1103. The School encourages you to make good use of this service. For more information, call the Safety and Security office at 585-1103.

In the event of an emergency, **call 911 first** and then notify Security at **585-1103**. Security may be able to respond before 911 help arrives and it is important they know of any emergencies!

Mail, Email, Notices, etc.

Students should use their residences as mailing addresses.

There are a number of bulletin boards around the building for the posting of meeting notices, work opportunities and other pertinent information.

Email is used by faculty and staff to contact students and vice versa. We also post notices of summer job opportunities, social events, information sessions, lectures of interest to students and external scholarship information this way. **Check your e-mail often!**

ACADEMIC INFORMATION FOR STUDENTS IN THE SCHOOL

Making the Most of Your Academic Opportunity

Do you ever wonder why you got the mark you did? Or what things a professor considers in writing a reference for you for a job or postgraduate studies? This section is meant to give you some idea of what goes into such evaluations.

Remember that professors will only be able to comment fairly on abilities or strengths which you have shown to them during your time at Acadia. They cannot comment on how well you performed at a summer job unless you worked for them. They cannot say how poised you are as a speaker until they have seen you present a talk. They can't give you credit for knowing something on an exam if you didn't write it down. Professors' evaluations of you, therefore, will be mostly related to classroom work including exams and assignments; to your performance outside the classroom including labs, group work and community projects; and to your personal interactions with them. Professors try to include learning objectives and activities which will allow you to demonstrate areas where you are strong and help you gain skills in new areas.

You should also remember that many of your qualities may be demonstrated as much by your day to day approach to your studies as in the marks you get. This is not a competitive event. Professors don't award only one A in a class. Work for yourself, not against others. The extent to which you take advantage of the opportunity to develop your skills depends on you and generally the more effort you put into the process the greater the reward. Read on for some specifics!

Grades

In most cases, the grade you earn in a course will be based primarily on written work such as exams and assignments. Grades may also be assigned for participation or presentations, depending on the goals of the course. Many students seem to feel that the primary determinant of how well you do in a course is whether you are "smart". It's true that grades are affected by ability or "brains", but many talented people do poorly despite their ability and a lot of students without natural ability do well because they "work at it". Acadia has tough admission standards. If you are here, you have the ability. The following excerpt from a periodical called *The Teaching Professor* outlines some key behaviours which will help you to make the most of it.

> The following information is designed to explain what behaviours are likely to earn you an A versus a C. Treat the nine dimensions as guidelines for earning these grades rather than rigid conditions for or guarantees of success. In particular classes, for example, an A student can earn a C while a C student can earn an A. Likewise, an A student may earn an A without satisfying the characteristics of an A student on all nine dimensions. It is very difficult for anyone, no matter how exceptional, to consistently exhibit every quality associated with that of an A student.

A or OUTSTANDING STUDENTS	**C or AVERAGE STUDENTS**
1. Ability (Talent)	
... have special aptitude, motivation, or a combination of both. This talent may include either or both creativity and organizational skills.	... vary greatly in aptitude. Some are quite talented but their success is limited by a lack of organizational skills or motivation. Others are motivated but lack special aptitude.
2. Attendance (Commitment)	
... never miss class. Their commitment to the class resembles that of their professor. Attending class is their highest priority.	... periodically miss class and / or often late. They either place other priorities, such as a job, ahead of class or have illness / family problems that limit their success.

3. Attitude (Dedication)

... show initiative. Their desire to excel makes them do more work than is required.	... seldom show initiative. They never do more than required and sometimes do less.

4. Communication Skills

... write well and speak confidently and clearly. Their communication work is well-organized, covers all relevant points, and is easy to listen to / read.	... do not write or speak particularly well. Their thought processes lack organization and clarity. Their written work may require a second reading by the professor to comprehend its meaning.

5. Curiosity

... are visibly interested during class and display interest in the subject matter through their questions.	... participate in class without enthusiasm, with indifference, or even boredom. They show little, if any, interest in the subject matter.

6. Performance

... obtain the highest scores in the class. They exhibit test-taking skills such as an ability to budget their time and to deal with test anxiety. They often volunteer thoughtful comments and ask interesting questions.	... obtain mediocre or inconsistent scores. They often do not budget their time well on exams and may not deal well with test anxiety. They rarely say much during class discussion and their answers indicate a cursory understanding rather than mastery of material.

Note: Performance is a joint function of a student's native ability and motivation. Punctuality, attendance, attitude, curiosity, effort or time commitment, and preparation all indicate motivation.

7. Preparation

... are always prepared for class. They always respond when called on. Their attention to detail sometimes results in catching text or teacher errors.	... are not always prepared for class. They may not have fully completed the assignment, have completed it in a careless manner, or hand in their assignments late.

8. Retention

... learn concepts rather than memorize details so they are better able to connect past learning with present material.	... memorize details rather than learn concepts. Since they usually cram for tests, they perform relatively better on short quizzes than on more comprehensive tests such as final exams.

9. Time Commitment (Effort)

... maintain a fixed study schedule. They regularly prepare for each class no matter what the assignment. They average 3-4 hours of study for every hour in class.	... study only under pressure. When no assignment is due, they do not review or study ahead. They average no more than 2 hours of study for every hour in class. They tend to cram for exams.

From: Communicating About the Behavioral Dimensions of Grades by Paul Solomon and Annette Nellen, The Teaching Professor, February 1996, 3-4. Reprinted with permission from The Teaching Professor.

Academic References

No matter what career path you take after graduation, chances are that you will be asked to provide references. In many cases, at least one of these will be an academic reference.

Who should you ask to write your academic reference? The best person to ask is a professor you feel knows you well. It is unlikely that a professor who has had you in only one class will be able to comment effectively on your overall abilities. You should also consider what information is being sought in the reference. Graduate schools, internships and many others have a form which the person providing the reference is asked to complete. They are usually asked to express their opinion on more than just the grades you earned in their class.

Here are some items which are commonly included. You will notice that a lot of the things noted here were also identified as factors affecting grades.

Trait	What the professor may use to develop an assessment
Dependability	Was the student in class? On time? Did the student hand in assignments on time? Were the assignments of good quality (demonstrate adequate work)? Did she / he carry out tasks to completion (rather than stopping in the middle)?
Creativity / originality	Did the student ask questions which demonstrated prior thought? Was the student able to develop new approaches to old problems? (anything from looking at an academic problem in a new way to designing an attractive menu or table setting might be considered here).
Independence	Did the student require an unusual amount of assistance to complete assigned work? Did the student organize and carry out assigned tasks on his / her own or as part of a group? Was the student able to make decisions on his / her own?
Initiative	How willing was the student to take on tough tasks, investigate new areas, try something new, organize a team effort? Did the student do "extra"?
Communication skills	Was it easy to understand what the student was saying in both spoken and written work? (Many things affect understanding: logical organization, ability to clearly state the idea or question, proper grammar and spelling...) Were oral presentations by the student of the same quality?
Organization	How well did the student organize time? Written work? Did the student demonstrate the ability to manage others when necessary (for example in Management lab or other working group)?
Ability to work with others	Did the student do her / his share of group work? Did the work for the group meet group expectations? What roles did the student tend to assume in groups?
Response to criticism	Did the student react defensively to criticism or use it as an opportunity for improvement? Did the student develop effective plans to deal with problems and then act on them?

Again, remember that it is the **pattern** of behaviour that is important. For example, handing something in late once when there is a good reason is not a problem, but if you do this all the time, it will be noticed. Furthermore, the way you handle the problem may have an impact. Using the above example, if you see the professor beforehand, explain the problem and provide a revised timetable for completion of the assignment, they may wind up admiring your ability to act effectively in a crisis rather than wondering if you are a procrastinator!

One final thought...

There is more to achieving success in university than making an A on a report or exam. While academic performance is important, you have to learn to balance academics with personal growth. To be successful in our programs, you also need to develop your organizational and interpersonal skills and learn to take setbacks in stride. If you encounter a problem, try first to find a solution on your own, but remember that the faculty and staff are here to help you learn.

ACADEMIC INTEGRITY

The following is taken verbatim from the Acadia University Calendar 2021-22, p.39:

"Academic integrity demands responsible use of the work of other scholars. It is compromised by academic dishonesty such as cheating and plagiarism. A student who is uncertain whether or not a course of action might constitute cheating or plagiarism should seek in advance the advice of the instructor involved. The following are considered infractions of academic integrity and may lead to sanction:

a. Cheating is copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise.

b. Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.

c. Self-plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved.

d. A student who knowingly helps another to commit an act of academic dishonesty is equally guilty.

Penalties are levied in relation to the degree of the relevant infraction. They range from requiring the student to re-do the piece of work, through failure on that piece of work, to failure in the course, and to dismissal from the university."

KEY ACADEMIC REGULATIONS FOR STUDENTS

Academic Advising

All students are assigned to one of the faculty members and should consult that person for advice on degree requirements, timetabling difficulties, electives, etc. You will be notified at the beginning of your first year who your faculty advisor is. The master list is posted on the bulletin board in the student lounge.

It is the **student's responsibility** to make sure she / he meets **all** the program requirements for her / his degree. The faculty members are available to advise students on degree requirements but the final actions of adding or dropping courses are taken by the **student**. A student who drops courses in the last year of the program without consulting their faculty advisor may jeopardize her / his graduation.

Any exemption from the course load and regulations listed in the University Calendar requires a letter signed by the Director and accepted by the Registrar.

→ **Please note** that it is also the **student's responsibility** to ensure that they meet all the requirements mandated by the Partnership for Dietetic Education and Practice (PDEP) if they choose to apply for dietetic practicums.

Repeating Nutrition Courses

Students are permitted to repeat a nutrition course a maximum of two times. If a student does not obtain a satisfactory grade **(minimum C-)** after the third try in a required course, the student must withdraw from the program.

Dropping Courses

Students wishing to drop courses should consult with their **faculty advisor**. The following deadlines apply if you wish to withdraw from a course without academic penalty for the 2021-22 academic year. **These dates are strictly enforced.**

Fall term courses	On or before November 12
Winter semester courses	On or before March 4

Dropping courses in this manner will result in the notation **W** (withdrew) on the student's transcript, but the course will not be counted in the student's GPA. Fall courses dropped before **September 17** and winter courses dropped before **January 20** will not appear on the student's transcript.

The notation **F** (failed) will appear on the student's official record for a course discontinued after the above dates, unless permission has been granted by the Director for the course to be discontinued without academic penalty for substantial medical, psychological or compassionate reasons.

Transferring Credits

From the University Calendar:

"A student enrolled at Acadia University, who wishes to take a course at another university for transfer of credit to Acadia, must obtain approval in writing and in advance for this through the Office of the Registrar. If approval is obtained, the Registrar will issue an appropriate Letter of Permission for the student to provide to the university that the student wishes to attend. Applicants are reminded that normally the last 60h required for a degree must be taken at Acadia. Courses completed on a Letter of Permission will transfer to the Acadia transcript with a passing grade of P if successfully completed with a minimum grade of C- (or equivalent). Please note: Letter of Permission students who are potential graduates must have their exams written and official transcripts sent to the Registrar's office **one month** prior to their graduation date." (2021-22 University Calendar, p. 36).

Course Overload

"Students who have achieved a sessional grade point average of 2.5 in the previous academic year may register for 33h. Those who have achieved a sessional grade point average of 3.0 in the previous academic year may register for 36h. First-year students may register in no more than 30h. No student may register for more than 18h in any term." (2021-22 University Calendar, p. 31).

Communication Policy

"In accordance with the University's communication policy, all students are expected to activate and maintain an Acadia e-mail address. The e-mail address assigned to a student by the University will be the only e-mail address used by Acadia for official communication with students for academic and administrative purposes." (2021-22 University Calendar, p. 29)

Lab Policy

Procedure on retaking labs in the School of Nutrition and Dietetics if a student fails a course with a lab:

- For Management in Dietetics (NUTR 4013/4023) the retaking of the lab component of the course is a requirement.
- For Food Commodities 1 and 2 (NUTR 1333/1343) and Sensory Evaluation of Foods (NUTR 4223):
  - If a student has secured ≥ 70% in the lab component of a course, they have a choice to either retake the labs or use the lab grade previously obtained.
  - If a student receives < 70% in the lab component of a course, they are required to retake the labs.
  - If a student retakes any lab, they need to follow all lab requirements, and the grade they secure in the retake is the grade that will be incorporated in the final grade (they do not get to choose the higher grade, it is the most recent grade that is used).

- If any School of Nutrition and Dietetics courses with a lab are added to the curriculum going forward, a decision on the procedure regarding retaking labs if a student fails the course will be made on a case-by-case basis.

FINANCIAL ASSISTANCE AVAILABLE TO NUTRITION STUDENTS

For students who are already in the program, there are a number of scholarships and bursaries designated for Nutrition and Dietetics students.

Scholarships may also be available from sources outside the University. These are administered by government agencies, professional organizations, unions, community groups and others. The Financial Aid office located in University Hall is a good source of information.

Internal Scholarships / Bursaries Available to Nutrition Students:

The following are specifically for Nutrition students. **You do not need to apply for these**. A committee (consisting of the Director and other faculty members) reviews all student transcripts during the summer and allocates the awards according to the stated criteria.

There are other scholarships listed on the Financial Aid website for which Nutrition students may be eligible. Some of these, such as the Clarke K. MacLeod pre-medical scholarship, may require an application and / or interview.

All amounts shown are approximate and may be split between one or more students.

Ruxby-Reid Gormley Bursary in Nutrition

$570. Bursary to be awarded to a needy and worthy student in the School of Nutrition and Dietetics.

Ruxby-Reid Gormley Scholarship in Nutrition

$570. Awarded to a needy and deserving student pursuing studies in the School of Nutrition and Dietetics.

The Jordan Bursary

$260. Bursary for needy women in the School of Nutrition and Dietetics.

Sarah J. Manning Bursary

$155. The recipient must have been registered in the School of Nutrition and Dietetics for at least one year, must have exercised a good influence, must be an industrious student and must be in need of financial assistance.

Jane Louise Robb Memorial Bursary

$5,630. Awarded on recommendation of the Director of the School to one or more continuing students.

Marion McColl Prize in Nutrition

$60. A prize to be awarded to a second or third year student in nutrition on conditions determined by the faculty in the School of Nutrition and Dietetics.

Margaret and Mary Millard Memorial Prize

$60. Awarded as a prize to the student in nutrition making the highest standing in theoretical and practical work.

Ella Crowell Memorial Scholarship

$1,991. Awarded on the recommendation of the Director on the basis of merit to students registered in the School of Nutrition and Dietetics.

Ellis-Kirkpatrick Scholarship in Nutrition

$950. Awarded in either penultimate or ultimate year of the Bachelor of Science in Nutrition degree program on the recommendation of the Director of the School of Nutrition and Dietetics.

Marianne Cochrane Lockwood Scholarship

$80. Awarded to the student in nutrition who has completed the second year with highest standing and who continues the work during the third year. The scholarship will be credited on the fees of the third year.

Frances McNally Scholarship in Nutrition

$1,098. Awarded annually on recommendation of the School of Nutrition and Dietetics to either a superior senior student OR to an Acadia graduate proceeding directly to first year graduate study in Nutrition or related areas.

Mr. & Mrs. Parmenas Orr Memorial Scholarship

$475. Awarded to a superior student in the School of Nutrition and Dietetics on recommendation of the Director.

Elizabeth MacMillan Scholarship in Nutrition

$3,222. Awarded to a student enrolled in the Bachelor of Science in Nutrition program on the recommendation of the faculty of the School of Nutrition and Dietetics.

Mary Carolyn Gower Memorial Award

$220. Awarded to a deserving student of the nutrition program on recommendation of its Director.

A. Ruth (MacKinnon) Laws Scholarship in Nutrition and Dietetics

$970. Awarded to a student achieving top marks at the end of the second year in Nutrition.

The School of Nutrition and Dietetics Scholarship

$1,375. Available to deserving students in the Bachelor of Science in Nutrition program on recommendation of the Director of the School.

The Susie Golding Langley Award

$1,000. Awarded on recommendation of the School of Nutrition and Dietetics to a third or fourth year student in the School with a demonstrated interest in Sports Nutrition. The award will be made based on financial need and academic achievement.

The following award is specifically for student writing:

Dr. Elizabeth Feniak Award for Excellence in Technical Writing:

http://www.chef-fcef.ca/grants/grants_general.htm

Students are also encouraged to submit articles for publication to the *Canadian Journal of Dietetic Practice and Research.* This is a quarterly compilation of experiences and reflections on dietetic practice. Further information is available from the DC website - http://www.dietitians.ca/

Teaching Assistantships

Every year professors need students to assist them in organizing and supervising labs, marking quizzes, doing library research, photocopying and preparing course materials. The requirements for assistantships vary, but generally they are as follows:

Teaching Assistants are required to have good academic records, to be dependable and conscientious, and to be ethical in handling confidential materials such as tests, quiz marks, etc. Proficiency in a variety of computer applications and successful completion of first and second year courses are definite advantages.

Number of working hours: 6 hours / week for a full assistantship (September to April) or 3 hours / week for a half assistantship (September to April), **beginning on the first day of classes** and **ending on the last day of classes**. It is expected that you will be available to provide the agreed to support, regardless of your personal workload. In extenuating circumstances, you may vary the number of hours of work in any given week with the permission of your faculty supervisor. Your faculty supervisor may not increase your hours to more than your allocation per week without your agreement. You may be asked to assist another faculty member if the work for the assigned course does not fill the time requirement each week.

Stipend: (2021-22) $,1939.39 for a full assistantship; $969.70 for a half assistantship.

A notice to apply will be sent by email in March. If you are interested, you must return your application to the School Administrative Assistant, Lynn Coleman, HSH 425, before the last day of the winter term. Decisions are made during the summer.

Volunteer Opportunities

There are several volunteer opportunities for students both on and off campus such as the SMILE program, long-term care facilities, VON, school food programs, Children's Health and Nutritional Growth Experience (CHANGE), etc. Contact the Nutrition and Dietetics Society (NADS) or Canada's Atlantic Foodservice Partners (CAFP) for further information on other opportunities.

Nutrition Peer Mentor Program

The Nutrition Peer Mentor Program is designed for first and second year students, as well as transfer students, to help them become accustomed to university and, specifically, life at the School of Nutrition and Dietetics at Acadia. These students are paired with a third or fourth year student, so they can learn about the School of Nutrition and Dietetics. The program is aimed at ensuring these new students have someone to talk with and ask questions; the questions may be social or academic related. Common questions relate to the following: which electives to choose, how course registration works, the Acadia Dietetic Practicum Program, and advice on projects in specific classes. Social questions relate to things such as: finding a place to live after residence, navigating meal hall and finding places to study on campus. This program creates relationships that foster an inclusive environment within the School of Nutrition and Dietetics, and there is no minimum time commitment for mentors.

STUDENT SERVICES OUTSIDE THE SCHOOL

University life sometimes gives rise to problems and you may be far from your usual support network. Help is available to students, both on and off campus, for counselling on emotional, medical, family, financial, and career matters. **Don't wait for a crisis to develop**. Get the help you need before problems overwhelm you.

ON CAMPUS

Student Resource / Counselling Centre:

The Student Resource / Counselling Centre offers students the opportunity to discuss the career implications of choosing various degree programs. Staff can also help you with study skills sessions and specific programs for students having academic difficulty. In addition, the staff can assist you with personal counselling in a relaxed and confidential manner. The Centre is located in the Student Union Building (SUB), 585-1246.

Accessible Learning Services:

Services are offered to students who have a documented disability and want support. This office is located in Rhodes Hall, 585-1823.

Acadia Writing Centre:

Need help with your writing skills? The Writing Centre offers free services for all students, including one-on-one tutorials, workshops, online tip sheets and a resource library - http://writingcentre.acadiau.ca for more information.

Help Desk / Technology Services:

The Help Desk / Technology Services provides assistance with any technology-related questions you may have, laptop issues, printing problems, etc. They are located on the lower level of the BAC Building, 585-4357.

Coordinator, International Student Advising:

The Coordinator, International Student Advising, is located in the Wong International Centre. Help is available for Acadia international students as they adjust to life in Canada, 585-1690.

The Chaplaincy Program:

Non-denominational worship services are held daily in the Manning Memorial Chapel, 585-1203.

Safe Walk Home Service:

Acadia Security provides a walk home service. Why walk alone in the dark when you don't have to? Don't take chances - call 585-1103. Information on this service is available from the Safety and Security office, 585-1103.

SAFE WALK HOME SERVICE
585-1103

OFF CAMPUS:

The Red Door:

This is a drop in counselling centre located in Kentville, designed for high school and university students. Confidential mental and physical health information and counselling is available free of charge. Call 679-1411 or drop in at 10 Webster Street, Suite 203, Kentville.

CANADA'S ATLANTIC FOODSERVICE PARTNERS (CAFP)

Canada's Atlantic Foodservice Partners (CAFP) is an organization that promotes networking, education, professional development, and community involvement around food and foodservice. Acadia CAFP offers the ability to attend events, join committees, and opportunities to run for executive positions. As a member, you will have the chance to attend monthly meetings and have access to a multitude of networking and learning experiences.

NUTRITION AND DIETETICS SOCIETY (NADS)

The Nutrition and Dietetics Society (NADS) organizes social, educational and fund-raising events and activities during the year for students in the School. It gives students from all years of the program a chance to get to know each other outside of class and to socialize together during their time at Acadia. Check the bulletin boards, especially the one in the student lounge on the 4th floor, for information about NADS events.

POSTGRADUATE OPPORTUNITIES IN NUTRITION

Students with a degree in Nutrition have a number of options open to them upon graduation. Some may choose to move directly into careers while others may choose to undertake further study. Some career options for graduates can be found at:
https://nutrition.acadiau.ca/files/sites/nutrition/Resources/Nutrition%20career%20paths.pdf

Post Degree Dietetic Practicums

Students wishing to apply for a PDEP accredited post degree dietetic practicum should make an appointment to meet with **Prof. Connie Foote.** Completion of a Bachelor of Science in Nutrition degree **does not guarantee** a practicum position. Students will need to complete the Bachelor of Science in Nutrition (Dietetics option) to meet the academic requirements and the application process is **very competitive**. Generally, success in obtaining a practicum is dependent on having a CGPA of 3.00 or better, appropriate work experience and acceptable references.

Entrance to Education Programs

There are four universities in Nova Scotia offering a Bachelor of Education degree. They are Acadia, St. Francis Xavier, Mount St. Vincent and Université Sainte Anne. Competition for entrance to Acadia's program is strong so students should apply early. Students need to plan their undergraduate program to ensure they meet the requirements for teachables.

Graduate School

Our graduates have attended a variety of universities in Canada and the United States and have entered various disciplines including Medicine, Naturopathic Medicine, Chiropractic School, Physiotherapy, MSc. and PhD in Nutrition, Public Health Nutrition, Dental, Law, Speech Pathology and Pharmacy.

It is important to apply early, especially if you hope to get scholarship or assistantship support. If you are interested in graduate school, you are encouraged to discuss this with your faculty advisor.

Industry and Government

Our students are often employed directly by industry or government departments such as Agriculture or Health Promotion, Research & Development, Sensory Evaluation or Quality Control. Presently, our former students are employed in a number of local industries, including Chartwells Food Services, Great Valley Juices, Scotian Gold, Apple Valley Foods, McCain Foods, Ocean Nutrition and National Sea Products, as well as the Kentville Research Station.

Opportunities Overseas

Canadian University Services Overseas (CUSO) is an independent Canadian organization working in partnership with developing countries. For more information, visit their website http://www.cuso.org/

Crossroads International fosters global understanding by placing Canadian volunteers in the developing world, by placing volunteers from developing nations in Canada and by sponsoring community education programs. For more information, https://www.cintl.org/

Global Affairs Canada and the Red Cross also offer opportunities - visit their websites for more information:

http://www.international.gc.ca/

http://www.redcross.ca/

LIST OF PROFESSIONAL ORGANIZATIONS

American College of Sports Medicine

The American College of Sports Medicine promotes and integrates scientific research, education and practical applications of sports medicine and exercise science to maintain and enhance physical performance, fitness, health and quality of life.
Address: 401 West Michigan Street, Indianapolis, IN 46202-3233
Tel: 317-637-9200
Fax: 317-634-7817
Website: www.acsm.org

Canadian Association on Gerontology

The Canadian Association on Gerontology is an organization that believes the elderly deserve respect and are entitled to make informed decisions about their own lives and situations.
Address: Department of Occupational Science & Occupational Therapy, University of Toronto, 160-500 University Avenue, Toronto, Ontario M5G 1V7
Tel: 855-224-2240
Website: https://cagacg.ca/

Canadian Institute of Food Science and Technology

This organization promotes interest in food science and technology and stimulates investigation of all aspects of this area, while providing a forum for discussion. It is interested in the application of science to the development, processing and packaging of food. CIFST has over 1200 members. Student membership is encouraged.
Address: 3390 South Service Road, Suite 305, Burlington, Ontario L7N 3J5
Tel: 844-755-6679
Website: www.cifst.ca

Canadian Nutrition Society

The purpose of the Society is to promote the acquisition, facilitate the dissemination and encourage the utilization of knowledge in the science of nutrition.
Address: 1867 La Chapelle Street, Ottawa, ON K1C 6A8
Tel: 888-414-7188
Website: www.cns-scn.ca

Canadian Home Economics Foundation

Canadian Home Economics Foundation is the national professional association of people educated or working in the field of Home Economics. Its goal is to promote high professional standards in the field, to encourage research, to study issues relating to the well-being of families and make appropriate recommendations to governments and agencies and to initiate communication and cooperation among home economics groups.
Address: P.O. Box 2582, Station Main, Winnipeg, Manitoba R3C 4B3
Website: http://www.chef-fcef.ca/

Canadian Association for Global Health

The Canadian Association for Global Health (CAGH) is committed to the promotion of international health and development. CAGH mobilizes Canadian resources to advocate and facilitate research, education and service in international health. The Association seeks to promote progressive health policy and programming in all fields where global and domestic health concerns meet. It actively contributes to the improvement of global understanding of health and development. CAGH sponsors the International Health Education Program (IHEP) which provides an opportunity for Canadian students and young professionals to take part in primary health care projects in developing countries. Members receive a newsletter which provides a forum for students to share ideas and information, and to foster commitment to global health and development issues.

Address: 75 Albert Street, Suite 1003, Ottawa, ON K1P 1E3
Tel: 613-241-5785
Website: www.cagh-acsm.org

Dietitians of Canada

Dietitians of Canada promotes and supports quality dietetic practice among its members with the aim of ensuring the nutritional well-being of the public. It is the national professional association of more than 5,000 dietitians. Student memberships are available and are compulsory for anyone applying for DC Awards.

Address: 99 Yorkville Avenue, Second Floor, Toronto, ON M5R 1C1
Tel: 416-596-0857
Website: www.dietitians.ca

Gerontological Society of America

This is a non-profit professional organization with more than 5,000 members in the field of aging. GSA provides researchers, educators, practitioners, and policy makers with opportunities to understand, advance, integrate, and use basic and applied research on aging to improve the quality of life as one ages.
Address: 1220L Street NW, Suite 901, Washington, DC 20005
Tel: 202-842-1275
Website: http://www.geron.org/

Institute of Food Technologists

IFT is a scientific society of Food Scientists dedicated to promoting the application of science and technology to improve the distribution, preparation, evaluation and utilization of foods. The society publishes both *Food Technology* and *The Journal of Food Science* and has over 22,000 members. Student memberships are encouraged.

Address: 525 W. Van Buren Street, Suite 1000, Chicago, IL 60607
Tel: 312-782-8424
Website: www.ift.org

Nova Scotia Nutrition Council

NSNC is a professional networking organization aimed at promoting the nutritional health of all Nova Scotians. Its objectives are to facilitate communication among members on current nutrition issues, to cooperatively address nutrition concerns in the public interest, to make recommendations regarding food and nutrition programs and services where appropriate. Student memberships are available.
Website: http://www.nsnc.ca/

Canadian Society of Microbiologists

The Canadian Society of Microbiologists seeks to advance microbiology in all its aspects and to facilitate the interchange of ideas between microbiologists. The membership includes honorary, emeritus, ordinary, student and sustaining members.

Address: 17 Dossetter Way, Ottawa, ON K1G 4S3
Tel: 613-421-7229
Website: www.csm-scm.org

Public Health Association of Nova Scotia

The Public Health Association of Nova Scotia (PHANS) is a voluntary, not-for-profit organization, affiliated with the Canadian Public Health Association, whose membership is open to any individual who supports its mission.

Address: P.O. Box 33074, Halifax, NS B3L 4T6
Website*:* http://www.phans.ca

Canadian Public Health Association

The Canadian Public Health Association (CPHA) is a national, independent, not-for-profit, voluntary association representing public health in Canada with links to the international public health community. CPHA's members believe in universal and equitable access to the basic conditions which are necessary to achieve health for all Canadians.

Address: 404 - 1525 Carling Avenue, Ottawa, ON K1Z 8R9
Tel: 613-725-3769
Website: http://www.cpha.ca