CHECKLIST OF APPENDICES PROVIDED IN SELF-STUDY REPORT FOR A SITE VISIT

**Future Education Model ACEND Accreditation Standards**

**Nutrition and Dietetics Graduate Programs (GP)**

**Please refer to the Guidance Information document for additional details pertaining to the evidence to be provided in the appendices.**

# Standard 1: Program Characteristics and Resources

[ ]  Copy of letter **or** a website screenshot **and** active website link documenting the organization’s status with the oversight agency

[ ] A copy of the organization chart that shows the location of the program within the institution and its relationship to other programs within the department (entire structure to the “top” of the organization, e.g., up to the university president or hospital CEO) and its relationship to other programs within the department

[ ] A copy from catalog or website listing the degree obtained and course requirements and prerequisites ***(draft information for candidacy program)***

[ ]  Program director’s current curriculum vitae or resume

[ ]  Formal position description for the program director that includes ACEND responsibilities and clearly specifies the amount of time allocated for program management (e.g., number of hours, percentage of time, amount of course release time)

[ ]  Evidence of CDR registration status; such as photocopy of the program director’s CDR registration card or printout from CDR website verifying registration status

[ ] Completed template titled **Required Element 1.6 Planned Supervised Experiential Learning Hours**

**Partnership:**

[ ]  An organization chart showing the relationship of each member of the Partnership to the program

[ ] A copy of the formal written partnership agreement between the organizations involved

[ ]  A copy of curriculum vita/resume for each coordinator other than the program director

# Standard 2: Program Mission, Goals, Objectives, and Program Evaluation and Improvement

[ ] Completed template titled **Required Element 2.1 and 2.2 Program Evaluation Plan**

######  [ ]  Final data column completed in template titled Required Element 2.1 and 2.2 Program Evaluation Plan for past program evaluation period

[ ]  ***N/A for candidacy program***

[ ] Examples of tools used to collect evaluation data such as, surveys, evaluations, etc.

[ ] Completed template titled **Required Element 2.3 Continuous Program Improvement Plan**

# Standard 3: Curriculum and Learning Activities

[ ] Course descriptions as published in the catalog ***(draft course descriptions for candidacy programs)***

[ ]  Completed template titled **Required Element 3.1 Curriculum Map**

[ ] Completed template titled **Required Element 3.2 Summary of Learning Activities**

The following syllabi must be provided in a **separate third bookmarked PDF document and not as part of the appendices.** Place them in chronological order as they are offered in the curriculum.

[ ] **All** departmental syllabi within the academic unit relevant to the program (plan of study)

[ ]  **Any** non-departmental course syllabi where competencies are assessed as identified on the Competency Assessment Table.

[ ]  ***(Programs applying for candidacy provide draft rotation descriptions or syllabi for each course in the curriculum)***

**Standard 4: Competency Assessment and Curriculum Improvement**

[ ] Completed template titled **Required Element 4.1 Competency Assessment Table**

[ ] Three examples of assessment tools such as exams, rotation evaluations, rubrics, projects, portfolios, etc. listed on the Competency Assessment Table

# Standard 5: Faculty and Preceptors

[ ] Completed template titled **Required Element 5.1 Faculty Roster**

[ ] Completed template titled **Required Element 5.1 6.1 Preceptor and Facility Roster** (Note: This template is also used to demonstrate compliance with Standard 6, RE 6.1)

[ ] Examples of orientation materials, such as handbook, orientation outline or checklist including orientation to mission, goals and objectives of the nutrition and dietetics program, ACEND Standards and required competencies (***draft examples for candidacy program)***

[ ]  Examples of training provided to program faculty on the use of distance education pedagogy and recommended practices (***draft examples for candidacy program)***

[ ] Examples of training agendas that demonstrate faculty and preceptors are trained on recognizing and monitoring biases in self and others and how to reduce instances of microaggressions and discrimination (***draft examples for candidacy program)***

# Standard 6: Supervised Experiential Learning Sites

[ ] Completed template titled **Required Element 5.1 6.1 Preceptor and Facility Roster** (Note: This template is also used to demonstrate compliance with Standard 5, RE 5.1)

[ ] Sample affiliation agreements/templates delineating rights and responsibilities of all parties and the educational purpose of affiliation

[ ] Policies and procedures that outline: 1) the selection criteria, evaluation process and timeline for evaluation of adequacy and appropriateness of supervised experiential learning sites, including distance sites, sites selected by students and international sites; 2) the maintenance of written agreements with institutions, organizations and/or agencies where students/interns are placed for supervised experiential learning

# Standard 7: Information to Prospective Students and the Public

[ ] Any printed materials, such as brochures or catalogs, that are used to publicize the program, if applicable **(*draft materials for candidacy program, if applicable)***

[ ] Completed template titled **Required Element 7.3 Information to Prospective Students and the Public Checklist**

######  [ ]  *Candidacy program* - Provide a draft copy, such as a Word document of the information that will be available on the program’s website for the information listed in Required Element 7.3.

# Standard 8: Policies and Procedures for Enrolled Students

[ ] Website link to or copy of program policies related to admissions requirements, student performance monitoring, student retention, supervisedexperiential learning (***draft materials for candidacy program)***

[ ] Program’s form used to track individual student’s supervised experiential learning hours

[ ] Completed template titled **Required Element 8.1 and 8.2 Policy and Procedure Checklist**

[ ] Active link to or copy of the program handbook where policies are located (***draft materials for candidacy program***)

**Candidacy Program Only**

 ☐ “Candidacy Program Teach Out Plan” included