Dietary Manager
Independent Study Program

The Auburn University Dietary Manager Independent Study Program is a high-quality, self-paced professional development program. It is designed for use by food service employees in the health care field, particularly those in nursing home and hospital food service organizations. It has also been used successfully by food service employees in correctional facilities, public schools, and other institutional settings which include the provision of patient care. The program can be completed entirely at your home and work site by using a local mentor of your own choosing and by submitting assignments by mail. This provides a convenient way of increasing your professional level without having to leave your work or family to attend a traditional campus-based program.

The Auburn University program consists of 171.5 hours of didactic instruction and 236 hours of on-the-job experience. You receive printed modules and audio material to study (you furnish your own audio player). Each lesson (module) contains learning activities which may include assignments such as reading, listening to audio, or performing practical tasks which help you achieve specified objectives. As you complete each one of the 24 modules, you send assignments to Auburn for scoring. Your graded assignments are returned to you for review. You must achieve acceptable scores on all assignments, tests, and the final examination to complete the program. Your final examination is supervised by an approved proctor in your locale who is not connected in any way with the Dietary Manager program or your facility, and who is not related to you. Fax or e-mail a copy of your application.

Enrollment Checklist

Please check your application for:
- Applicable student information is complete
- Student signature
- RD and DTR, CDM or CFPP endorsement
- Facility Administrator’s Endorsement
- If you are a California student, you have received prior approval from Department of Health Services to take course outside of the state.
- Photocopy of RD registration card is attached
- Full payment is enclosed and check is made payable to Auburn.
- Text and material order form is complete

Mail application to:

Auburn University
Office of Professional and Continuing Education (OPCE)
301 O.D. Smith Hall
135 South College St.
Auburn, AL 36849

Auburn University does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in admission or access to treatment or employment in its programs or activities.
Dietary Manager Independent Study Program: List of Required Materials

The Auburn University Bookstore has the Materials that you need, however you will also have to order the Textbooks from ANFP. Please see below for contact information.

Auburn University Bookstore
Materials List:
- Auburn University Batch Book 1
- Auburn University Batch Book 2
- Auburn University Batch Book 3
- Auburn University Batch Book 4
- Audio CD (Mp3) containing all audio files.

Complete Package of Materials: $101.25

Contact the AU Bookstore at 334-844-4241, toll free at 800-880-0392, or online at www.aubookstore.com to order the above materials.

Association of Nutrition Foodservice Professionals (ANFP):
Required Textbooks:

Managing Foodservice and Safety:
$95 for ANFP Members,
$115 regular price (if not a member of ANFP)

Nutrition Concepts and Medical Nutrition Therapy:
$90 for ANFP Members
$110 regular price (if not a member of ANFP)

Contact ANFP at 800-323-1908, or order online at www.ANFPonline.org/market (you need to have your 6-digit school code in the source code field of the shopping cart basket to get student pricing on textbooks)

Alumni Testimonial:
AU Distance Learning assisted me by offering the Dietary Manager Course. This program is exactly what I needed to be successful in the Food Service Field. Auburn University’s Program was tailored to assure me in passing the National Certification Test and the Food Protection Test. The staff at AU has been there to support myself and other graduates personally at the state and the national meetings. It is good to see that the AU staff is represented at the national meetings, no matter what state we might be in. They have been my family for a long time and I highly recommend the program, especially if you are in the food service field and want to advance in your career.

- Janice Blackmon
Dothan, Alabama
Graduation Year: 1999
As a student, you agree to the following conditions:

1. Continue your education on the job
2. Prepare for professional advancement
3. Qualify for membership in the Association of Nutrition and Foodservice Professionals and to sit for the qualifying exam
4. Receive comments, evaluations, and guidance from Auburn University graders
5. Polish your professional skills under direct supervision by an approved Clinical Instructor in your facility

Reasons for taking this course
In the Dietary Manager Program, you can:
1. Continue your education on the job
2. Prepare for professional advancement
3. Qualify for membership in the Association of Nutrition and Foodservice Professionals and to sit for the qualifying exam

Academic Integrity
Students are expected to complete their own work with honesty and integrity. Work not exhibiting honesty and integrity can be defined as copying another student work and/or submitting work for credit that is not your own work. A student registering in the Dietary Manager Independent Study Program at Auburn University agrees to comply with the university’s regulations and policies as noted in Section II, Title 12, of the SGA Code of Laws.

Participation Agreement
As a student, you agree to the following conditions:

- Enrollment entitles me to a maximum of 24 months to complete all course requirements, including the final examination.
- Enrollment may be terminated by Auburn University if I do not make satisfactory progress.
- No refunds are granted after the enrollment process is completed.
- This course does not carry any university credit, nor does admission to this course constitute admission to Auburn University.
- I understand that OPCE retains the prerogative to select proctors and examination sites if it deems it appropriate or necessary for the maintenance or integrity of the program.
- If I am a California student, I have received approval from the California Department of Health Services to take this course for certification.
- You acknowledge that enrollment in the course occurs upon acceptance of the application in Auburn, Alabama and that any issues concerning participation or termination of enrollment will be resolved in Auburn, Alabama.

Part III: Signatures & Endorsements

My signature indicates I have read and acknowledge the agreement printed in this brochure as a student participant, mentor or facility administrator.

Part IV: Method of Payment
Tuition must accompany this application. Make check payable to Auburn University (Tuition is $421 (prices are subject to change)).

Method of Payment

- Check
- Visa
- MasterCard
- AMEX
- Money Order

Cardholder Information

Cardholder Name: __________________________
Cardholder No: __________________________
Expiration Date: __________________________
Verification if on back of card

Application MUST BE Mailed Or Faxed

Mail Application to: Office of Professional & Continuing Education, O.D. Smith Hall, 135 South College Street, Auburn, AL 36849

For More Information

Phone: 334.844.5100
Fax: 334.844.3101
Email: dietmgr@auburn.edu

Revised: 5/22/2015
Auburn’s Dietary Manager Program

Includes the following topics of study drawn from the essential professional areas of knowledge and skills required by a dietary manager:
- Nutrition and Medical Nutrition Therapy
- Management of Food Service
- Working in a Health Care Facility
- Food Preparation - Part I
- Food Preparation - Part II
- Principles of Food Quality
- Menu Planning
- Purchasing Procedures and Practices
- Food Storage Practices and Procedures
- Operation and Care of Equipment
- Sanitation and Food Safety
- Safety in the Kitchen
- Controlling Costs
- What Do We Eat?
- Basic Nutrition
- Digestion
- Patient Nutritional Care
- Texture-Modified Diets
- Fat- and Sodium-Modified Diets
- Calorie-Modified Diets
- Supervising Human Resources
- Getting Work Done Through People
- Training & Development
- Problem-Solving & Decision-Making
- Quality Management

Continuing Education Units

When you satisfactorily complete the course requirements, you will receive a certificate from Auburn University, you will be eligible for membership in ANFP, and you are qualified to sit for the CDM exam. Although this course does not carry university credit, 39 Continuing Education Units (CEUs) are awarded upon course completion. Permanent records are maintained at Auburn, and transcripts are available upon request.

CEUs (Continuing Education Units) for the Dietary Manager’s Program can only be obtained by students who are completing the Auburn Dietary Manager Program and not already certified by the ANFP(Association of Nutrition and Foodservice Professionals). These CEUs are not available to Certified Dietary Manager to maintain their certification.

This Program is ANFP Approved

Time and again the Auburn University program receives exceptional reviews from those who count the most: the students and Clinical Instructors. Registered dietitians who are familiar with courses of this type have consistently evaluated the learning experience provided by the Auburn University program as the most consistent, well prepared and effective. Auburn University’s Dietary Manager Independent Study Program is approved by the ANFP and meets criteria for qualifying dietary managers as defined in 405.1101(E) Standard for Certification and Participation in Medicare and Medicaid Programs (Federal Register, Vol. 39, No. 12, Part III, January 17, 1974).

Clinical Instructor/Preceptor

(CDM & DTR is applicable)

Recommends the student and agrees to the student’s enrollment in the Dietary Manager Independent Study Program. Understands the student must have good reading skills and is capable of following written instructions. Understands the student will have a maximum of 24 months to satisfactorily complete all course requirements including the final examination. I understand and agree that my experience must include at least 1 year post-registration, full-time experience in a practitioner role, and at least six months of the experience related to the subject matter of the program. Agrees to: guide and counsel the student as required, be responsible for coordinating the entire 150 hours of field experience and directly supervise 25 of the 50 hours in nutrition related hours, evaluate the student’s progress as required by the course, administer objective tests and send test papers to be graded, maintain close communication with the program coordinator and staff, regularly advise the facility administrator of the student’s progress, and notify Auburn University if I will no longer serve as Clinical Instructor for this student.

The Facility Administrator

Recommends and agrees to the applicant’s enrollment in the Dietary Manager Independent Study Program. Agrees that the facility will provide a climate for learning and encourage the student; allow the student to complete a minimum of 150 hours of supervised on-the-job experiences that are required for the course; permit the student to use the facility to perform on-the-job learning activities; provide additional time for the consulting/supervising dietitian to supervise the student’s work-related learning experiences (at least 50 hours of contact between student and dietitian required); understand that enrollment entitles the student to a maximum of 24 months to satisfactorily complete all course requirements including the final examination (the minimum time required is six months) - no refunds will be granted after the enrollment process is complete.
What Auburn University’s Program Offers:

How To Enroll
Complete the application at the back of the brochure. You may also visit the AU Dietary Manager web site to download a printable application and fax it to (334) 844-3101. You may enroll via our web site www.auburn.edu/outreach/opce/DM.

Course Tuition
Tuition costs is $421. Text and instructional materials cost vary. We encourage you to contact our bookstore by calling 866-684-5131. (Prices are subject to change without notice.)

Refunds
No refunds are available after enrollment. However, a facility may transfer enrollment to another student in accordance with our policies.

Group Discounts
Facilities wishing to enroll three or more students may request a 10% discount on the tuition portion of the program costs.

Financial Aid
The Dietary Manager Program is a non-credit program and currently not applicable for federal aid (Pell Grants). For more information on financial aid, please visit our web site at www.auburn.edu/outreach/opce/DM, call 334-844-5100 or e-mail dietmgr@auburn.edu.

Scholarships Available:
Auburn University supports and recognizes deserving students who are interested in furthering their education and meeting their career goal. This scholarship is provided through Auburn University OPCE.

Eligibility Requirements:
1. Applicant must apply and be accepted in the Auburn University Dietary Manager Program
2. Applicant must be employed in a food service establishment
3. Applicant must have a Registered Dietitian, Clinical Instructor/Preceptor to complete the program
4. Applicant must demonstrate need for financial support

Required Textbooks And Materials
The required instructional materials for the Auburn University Dietary Manager Independent Study Program are available from Auburn University Bookstore. The course package includes the following materials:

Batch Books:
Auburn University Batch Book 1
Auburn University Batch Book 2
Auburn University Batch Book 3
Auburn University Batch Book 4

CD Set
• Alabama residents must add 8% sales tax to the materials cost.

Textbooks (from ANFP)
Textbook orders and payment should be made directly to the ANFP. Textbook orders can be made online at www.anfponline.org or by calling 800-323-1908.


Special Accommodations
Auburn University is committed to providing accommodations and services to students with documented disabilities. Students who have questions or need special accommodations to participate in distance education courses should contact The Office of Accessibility 1228 Haley Center Auburn, AL 36849 Phone (334) 844-2096 E-mail to: Accessibility@auburn.edu; URL: http://accessibility.auburn.edu.

Required Material (from AU Bookstore)
Batch Books:
Auburn University Batch Book 1
Auburn University Batch Book 2
Auburn University Batch Book 3
Auburn University Batch Book 4