# TABLE OF CONTENTS

WELCOME ........................................................................................................................................... 3
ACCREDITATION STATUS .................................................................................................................. 3
NUTRITION & DIETETICS PROGRAM FACULTY ........................................................................... 4
MISSION STATEMENT, GOALS, AND OBJECTIVES ........................................................................... 5
PROGRAM OUTCOMES ....................................................................................................................... 5
ADMISSION REQUIREMENTS ............................................................................................................... 6
CURRICULUM ......................................................................................................................................... 6
ADVISEMENT ......................................................................................................................................... 6
NUTRITION PROGRAM LISTSERV ........................................................................................................ 6
SUGGESTED COURSE SEQUENCING FOR THE DPD PROGRAM ....................................................... 7
GRADUATION REQUIREMENTS ............................................................................................................. 8
DPD REQUIRED COURSES ................................................................................................................ 8
ASSESSMENT OF PRIOR LEARNING ..................................................................................................... 9
GRADUATION CHECK SHEET FORM / EXIT SURVEY ....................................................................... 9
VERIFICATION STATEMENT/ INTENT TO COMPLETE REQUIREMENTS ........................................... 9
VERIFICATION FORMS RE-ISSUE POLICY .......................................................................................... 10
FORMAL ASSESSMENT OF STUDENT LEARNING ............................................................................ 10
ADMISSION ASSESSMENT, STUDENT PERFORMANCE MONITORING, AND STUDENT RETENTION .... 10
SUSPENSION / TERMINATION .............................................................................................................. 11
INSURANCE REQUIREMENTS ............................................................................................................. 11
LIABILITY FOR SAFE TRAVEL TO EXPERIENTIAL LEARNING SITES ............................................. 11
ACCIDENT, INJURY OR ILLNESS .......................................................................................................... 11
DRUG TESTING AND CRIMINAL BACKGROUND CHECKS ................................................................ 11
DISTANCE EDUCATION OPTIONS ..................................................................................................... 11
WITHDRAWAL AND REFUND OF FEES ............................................................................................... 12
ACADEMIC CALENDAR ......................................................................................................................... 12
PROTECTION OF PRIVACY /ACCESS TO PERSONAL FILES .......................................................... 12
ACCESS TO STUDENT SUPPORT SERVICES .................................................................................... 12
COMPLAINTS / GRIEVANCES ............................................................................................................... 13
STUDENT ACTIVITIES .......................................................................................................................... 14
POST-GRADUATE TRAINING – DIETETIC INTERNSHIP ................................................................. 14
COMMUNITY EXPERIENCE ................................................................................................................. 14
WELCOME

This handbook is designed to serve as a guide and reference for students in the Didactic Program in Dietetics (DPD) at the University of New Mexico. If you need any additional information, please contact the Program Director:

Peter Pribis, DrPH, MD, RDN | Associate Professor
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College of Education | Department of Individual, Family & Community Education
Nutrition & Dietetics Program
157 Hokona Zuni MSC05 3040
Albuquerque, NM 87131-0001
505-277-9612 office
505-277-6381 fax
pribis@unm.edu

ACCREDITATION STATUS

Accreditation Council for Education in Nutrition and Dietetics

The Didactic Program in Dietetics at UNM is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-0040, ext.5400, acend@eatright.org. Accreditation by ACEND/AND ensures that graduates can apply for Dietetic Internships, which lead to eligibility to earn Registered Dietitian (RD) status. The DPD Program received its accreditation in 2010 and will be under review in 2019.
NUTRITION & DIETETICS PROGRAM FACULTY

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ifce@unm.edu
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MISSION STATEMENT, GOALS, AND OBJECTIVES

Mission Statement
The mission of the University of New Mexico Didactic Program in Dietetics is to prepare graduates to successfully enter an ACEND accredited Dietetic Internship, graduate program, or a professional career in the field of nutrition and dietetics.

Goals and Objectives

Goal #1: The program will prepare competent graduates to enter and complete ACEND accredited supervised practice programs (dietetic internships).

Objective 1: At least 80% of program full-time students will complete program requirements within 3 years (150% of the program length).

Objective 2: At least 80% of program part-time students will complete program requirements within 5 years (250% of the program length).

Objective 3: At least 60% of DPD Program graduates will apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 4: At least 80% of graduates will be admitted into a supervised practice program within 12 months of graduation.

Objective 5: The program’s one-year pass rate (graduates who pass the registration exam within one year of their first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 6: At least 80% of graduates will feel prepared with the knowledge and skills to begin their chosen career path.

Goal #2: The program will prepare students to work effectively with multicultural populations.

Objective 1. At least 80% of program graduates will indicate that they feel prepared to work with a multicultural population.

Objective 2. Within 12 months of graduation, at least 80% of employers or supervisors who respond will indicate that program graduates are able to work effectively with multicultural populations.

PROGRAM OUTCOMES

Program outcome data are available upon request. Please contact Dr. Peter Pribis, the DPD Director at the University of New Mexico, for this information.
ADMISSION REQUIREMENTS

All students wishing to major in Nutrition/Dietetics must apply for admission to the program online. Application instructions are posted on the Nutrition/Dietetics Program website.

Admission criteria are:
1. Minimum Grade Point Average (GPA) of 3.0 (including all transfer and UNM credit).
2. Completion of the following courses with a grade of B or better: NUTR 2110 and CHEM 1215.
3. Transfer Students: Completion of at least 9 credit hours of courses at UNM.

CURRICULUM

The required curriculum for the Didactic Program in Dietetics that leads to a Bachelor of Science in Nutrition & Dietetics consists of 121 credits. The sequence of courses is intended to build basic knowledge and skills through lower-division courses (100-200 level) and provide increasingly complex knowledge and synthesis through the upper-division courses (300-400 level). Pre- and co-requisite requirements for all DPD Program courses are strictly enforced.

ADVICEMENT

Students admitted to the Nutrition/Dietetics Program must meet with a College of Education Academic Advisor before registration each semester. The College of Education places an advisement hold on student accounts, which can only be removed by the Academic Advisor following consultation. Advisement will help students take courses in the correct sequence, provide information concerning any changes to the DPD curriculum, and will help students meet their graduation goals. Academic Advisors for the Nutrition Program are located in the College of Education Advisement Center in Travelstead Hall (505-277-3190).

NUTRITION PROGRAM LISTSERV

Students are responsible for subscribing to the Undergraduate Nutrition Program Listserv. Instructions how to subscribe can be found here: https://coe.unm.edu/departments-programs/ifce/student-resources.html (scroll to the bottom of the page to find the Nutrition Program Listserv and follow the instructions). The Nutrition & Dietetics Program faculty frequently send out important announcements, job opportunities (paid and volunteer), information about internships, scholarship opportunities, etc. via the Listserv.
### SUGGESTED COURSE SEQUENCING FOR THE DPD PROGRAM

#### First Year (32 credits)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1220: College Algebra</td>
<td>CHEM 1215, 1215L: General Chemistry/Lab</td>
</tr>
<tr>
<td>COMM 1130: Public Speaking</td>
<td>ENGL 1120: Composition III</td>
</tr>
<tr>
<td>ENGL 1110, 1110Y, 1110Z: Accelerated Composition</td>
<td>MATH 1350: Introduction to Statistics</td>
</tr>
<tr>
<td>PSYC 1110: General Psychology</td>
<td>*Fine Arts Course</td>
</tr>
<tr>
<td>BIOL 1140/1140L: Biology for Health-Related Sciences and Non-Majors/Lab</td>
<td>*Social and Behavioral Sciences Course</td>
</tr>
</tbody>
</table>

#### Second Year (30 credits)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 2110: Human Nutrition</td>
<td>BIOL 2225: Human Anatomy/Physiology II</td>
</tr>
<tr>
<td>CHEM 1225/1225L: General Chemistry II/Lab</td>
<td>BIOL 2225L: Human Anatomy/Physiology Lab II</td>
</tr>
<tr>
<td>BIOL 2210: Human Anatomy/Physiology I</td>
<td>ENGL 2210: Technical Writing</td>
</tr>
<tr>
<td>BIOL 2210L: Human Anatomy/Physiology Lab I</td>
<td>CHEM 301: Organic Chemistry</td>
</tr>
<tr>
<td>*Humanities Course</td>
<td>*Second Language Course</td>
</tr>
<tr>
<td>*Elective Course</td>
<td></td>
</tr>
</tbody>
</table>

#### Third Year (28 credits)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 320: Methods in Nutrition Education</td>
<td>NUTR 345: Vitamins and Minerals in Human Nutrition</td>
</tr>
<tr>
<td>NUTR 321: Management in Dietetics</td>
<td>BIOC 423: Introductory Biochemistry</td>
</tr>
<tr>
<td>NUTR 344: Energy Nutrients in Human Nutrition</td>
<td>CJ 314: Intercultural Communication</td>
</tr>
<tr>
<td>BIOL 2305L: Microbiology for Health Sciences and Non-Majors/Lab</td>
<td>**Restricted Communication Course</td>
</tr>
<tr>
<td>CHEM 302: Organic Chemistry II</td>
<td></td>
</tr>
</tbody>
</table>

#### Fourth Year (31 credits)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 427: Medical Nutrition Therapy I</td>
<td>NUTR 330L: Principles of Food Science</td>
</tr>
<tr>
<td>PEP 326L: Fundamentals of Exercise Physiology</td>
<td>NUTR 428: Medical Nutrition Therapy II</td>
</tr>
<tr>
<td>*Humanities Course</td>
<td>NUTR 445: Applied Nutrition and Exercise</td>
</tr>
<tr>
<td>*Elective Course</td>
<td>***Restricted Multicultural Course</td>
</tr>
</tbody>
</table>

* Chosen from Nutrition/Dietetics Core Curriculum Elective List
**Chosen from Restricted Communication Elective List
***An upper division course related to culture and approved by the DPD director
GRADUATION REQUIREMENTS

Students must earn a grade of **C or better in all other required nutrition courses.** CR (credit) grades are not accepted for any required courses unless they are courses specifically carrying only CR/NC grades.

DPD REQUIRED COURSES

In order to graduate, students must complete all of the following **required** DPD courses.

<table>
<thead>
<tr>
<th>DPD Professional Courses</th>
<th>DPD Science Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NUTR 2110</strong> Human Nutrition</td>
<td><strong>BIOL 1140, 1140L</strong> Biology for the Health-Related Sciences and Non-major/Lab</td>
</tr>
<tr>
<td><strong>NUTR 320</strong> Methods in Nutrition Education</td>
<td><strong>BIOL 2210</strong> Anatomy and Physiology I</td>
</tr>
<tr>
<td><strong>NUTR 321</strong> Management in Dietetics</td>
<td><strong>BIOL 2210L</strong> Anatomy and Physiology Lab</td>
</tr>
<tr>
<td><strong>NUTR 344</strong> Energy Nutrients in Human Nutrition</td>
<td><strong>BIOL 2225</strong> Anatomy and Physiology II</td>
</tr>
<tr>
<td><strong>NUTR 345</strong> Vitamins and Minerals in Human Nutrition</td>
<td><strong>BIOL 2225L</strong> Anatomy and Physiology Lab</td>
</tr>
<tr>
<td><strong>NUTR 330L</strong> Principles of Food Science</td>
<td><strong>BIOL 2305L</strong> Microbiology for Health Sciences</td>
</tr>
<tr>
<td><strong>NUTR 406</strong> Introduction to Public Health Nutrition</td>
<td><strong>CHEM 1215, 1215L</strong> General Chemistry I/Lab</td>
</tr>
<tr>
<td><strong>NUTR 424</strong> Nutrition in the Lifecycle</td>
<td><strong>CHEM 1225, 1225L</strong> General Chemistry II/Lab</td>
</tr>
<tr>
<td><strong>NUTR 427</strong> Medical Nutrition Therapy</td>
<td><strong>CHEM 301</strong> Organic Chemistry I</td>
</tr>
<tr>
<td>I</td>
<td><strong>CHEM 302</strong> Organic Chemistry II</td>
</tr>
<tr>
<td><strong>NUTR 428</strong> Medical Nutrition Therapy II</td>
<td><strong>BIOC 423</strong> Introduction to Biochemistry or BIOC 446 Intensive Biochemistry</td>
</tr>
<tr>
<td><strong>NUTR 445</strong> Applied Nutrition and Exercise</td>
<td><strong>MATH 1350</strong> Introduction to Problems and Statistics</td>
</tr>
<tr>
<td></td>
<td><strong>PSYCH 1110</strong> General Psychology</td>
</tr>
<tr>
<td></td>
<td><strong>PEP 326L</strong> Fundamentals of Exercise Physiology</td>
</tr>
</tbody>
</table>
ASSESSMENT OF PRIOR LEARNING

The DPD Director and the Nutrition Program Faculty will review transcripts from previous college coursework at accredited institutions of higher learning to determine course equivalency. Transfer credits accepted by the University of New Mexico that are equivalent to UNM DPD courses will not need to be repeated. All transfer courses need to be reviewed by COE Advisement. Course credit for experiential learning will not granted.

GRADUATION CHECK SHEET FORM / EXIT SURVEY

Approximately 7 months before graduation (October if graduating in May; May if graduating in December), students need to complete a Graduation Check Sheet. The Graduation Check Sheet is available from the Academic Advisor at the advisement offices of the College of Education. The Graduation Check Sheet specifies the remaining classes needed for graduation. Upon completion of The Graduation Check process, the student’s name is placed on the Tentative Graduation List. It is the student’s responsibility to inform their Academic Advisor of any changes in plans for graduation date or if any changes in coursework taken that differ from the courses listed on the Graduation Check Sheet. The DPD Director must sign the Graduation Check sheet.

During the semester that graduation is anticipated, all students will be e-mailed a comprehensive online evaluation of the Nutrition Program, also known as the Exit Survey. The Exit Survey must be completed by all graduating seniors in order to receive a Verification Statement.

VERIFICATION STATEMENT/ INTENT TO COMPLETE REQUIREMENTS

Following completion of all DPD requirements, five copies of a Verification of Completion Form will be mailed via the US Postal Service. The mailing address used will be the address provided on the Exit Interview. This Verification Form is required to be submitted to a Dietetic Internship before beginning the internship. If you apply to an internship before completing all DPD requirements, you will need to submit a Declaration of Intent Form. This form is provided by the DPD Director.

In order to receive a Verification of Completion form from the University of New Mexico Nutrition/Dietetics Program, you must complete all program requirements and earn at least 12 credits from upper-division nutrition courses at UNM. These include: NUTR 406 Introduction to Public Health Nutrition (3 credits), NUTR 424 Nutrition in the Life Cycle (3 credits), NUTR 427 Medical Nutrition Therapy I (3 credits) and NUTR 428 Medical Nutrition Therapy II (3 credits).
A student may petition the DPD Director to substitute other upper-division coursework offered at UNM if the courses listed above have been satisfactorily completed at another institution for the courses listed above.

**VERIFICATION FORMS RE-ISSUE POLICY**

If more than the standard five Verification Forms are needed, contact the DPD Director. These will be re-issued with the actual date of program completion on the DPD Verification Form.

**FORMAL ASSESSMENT OF STUDENT LEARNING**

Students can expect to receive formal evaluations in the following formats in upper-level DPD courses: rubrics for oral presentations and projects, quizzes, exams, scored assignments and semester grades. Many opportunities are provided for informal feedback about performance. These opportunities should be viewed as positive instances to gain insight and adjust performance. Students must meet with a COE Academic Advisor at least one time each semester to review their academic progress and goals and to plan their course of study. In addition, all Nutrition Program professors and course instructors are available to meet with students for program advisement.

**ADMISSION ASSESSMENT, STUDENT PERFORMANCE MONITORING, AND STUDENT RETENTION**

Students enter the University designated as pre-dietetics students. During the spring semester of the second year, all interested students must apply to the DPD Program. Admissions are determined by the UNM DPD Program specific requirements and by Nutrition Program Faculty.

Student performance is monitored by faculty and discussed as needed at faculty meetings. If issues arise with a student’s performance, every effort is made to resolve the problem and promote the student’s success. Students who earn a grade lower than a C in any required DPD course must repeat that course. Tutoring is available through the [UNM Center for Academic Program Support](#). The Nutrition Program faculty will also provide individualized assistance, if requested by a student, during office hours and other times by appointment.

If students are unable to successfully meet the requirements of the DPD Program, they will be counseled on alternate career paths that are more appropriate for their skills, interests, and abilities. Students may also contact the DPD Program director to make an appointment for career guidance.
SUSPENSION / TERMINATION

If, after acceptance to the DPD Program, a student’s GPA falls below a **3.0**, the student will be dropped from the DPD Program and will need to reapply to the Nutrition Program once their GPA increases to or above a **3.0**.

In addition, review the UNM’s policy on academic suspension found here: https://ucollege.unm.edu/about/probation-and-suspension.

Students found guilty of academic dishonesty or misrepresentation on University records will be reported to the UNM Dean of Students. Disciplinary action, including dismissal from the University, is possible.

INSURANCE REQUIREMENTS

Students are required to have health/medical insurance coverage. Students are responsible for the cost of medical/health insurance.

LIABILITY FOR SAFE TRAVEL TO EXPERIENTIAL LEARNING SITES

Students are required to use their own transportation to any volunteer activity and experiential learning sites. All students are responsible for obtaining and paying for their own automobile insurance, or for receiving transportation from an insured driver or public transportation.

ACCIDENT, INJURY OR ILLNESS

Students will obtain prompt medical care to treat any accident, injury or illness that occurs during the DPD Program, on campus or at any experiential learning sites. Students are responsible for all costs incurred for emergency care and any follow-up care. Students are required to notify the DPD Director about the accident, injury or illness as soon as possible.

DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

The University of New Mexico generally does not require drug testing or criminal background checks. However, some experiential learning sites may require this of students to function at their facilities. Students must follow the facility requirement or will need to find another facility. Students are responsible for any costs associated with drug testing or criminal background checks.

DISTANCE EDUCATION OPTIONS

The University of New Mexico DPD Program does not offer a distance education track. However, a few courses in the curriculum are offered as online course work.
WITHDRAWAL AND REFUND OF FEES

The DPD Program follows the University of New Mexico policies and procedures related to withdrawal from the University and refund of tuition and fees.

Withdrawal procedure from University of New Mexico can be found here: https://unm-student.custhelp.com/app/answers/detail/a_id/2018

Refund Policy for the University of New Mexico can be found here: http://online.unm.edu/student-resources/refund-policy.html

ACADEMIC CALENDAR

The DPD Program follows the academic calendar of the University of New Mexico. The academic calendar is located on the Office of the Registrar web page: http://registrar.unm.edu

PROTECTION OF PRIVACY /ACCESS TO PERSONAL FILES

The University of New Mexico complies with the Family Educational Rights and Privacy Act of 1974 (d), as amended, the federal law that protects the privacy of Education Records of Students. FERPA information can be found here: https://registrar.unm.edu/privacy-rights/ferpa.html

ACCESS TO STUDENT SUPPORT SERVICES

All DPD students must meet with their academic advisor in the College of Education every semester to review their academic progress, goals, and course selection. The University of New Mexico has a vested interest in students' success and provides all the resources students need to excel academically. All faculty keep office hours through which students can meet with their professors.

Academic Support Resources include:
Center for Academic program Support (CAPS) http://caps.unm.edu
Writing and Language Center http://caps.unm.edu/services/writing-and-language-center/index.php
Online Writing Lab http://caps.unm.edu/services/online-tutoring/online-writing-lab.php
Office of Career Services https://career.unm.edu
The University of New Mexico Student Health and Counseling (SHAC) provides medical care through an ambulatory facility staffed by licensed physicians, nurse practitioners, nurses, dietitians, physical therapists, and mental health professionals. Services include a general medical clinic, sports medicine clinic, women’s clinic, travel health, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, pharmacy, and radiology. More information is available at http://shac.unm.edu

Students with disabilities needing scheduling or testing accommodation need to schedule an appointment with the UNM Accessibility Resource Center. Accessibility Resource Center web site: http://as2.unm.edu/students/index.html

The UNM Financial Aid Office website http://finaid.unm.edu is the source for all information related to financial aid.

**COMPLAINTS / GRIEVANCES**

Students who have a grievance with the DPD Program are encouraged to meet with the DPD Director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Department Chair without fear of unjust consequences. The Office of the Dean of Students may facilitate the processing of student grievances. The UNM Student Grievance Procedure can be assessed at: https://pathfinder.unm.edu/student-grievance-procedure.html

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) reviews complaints that relate to a program’s compliance with the accreditation standards. The council is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. Written complaints related to the ACEND accreditation standards may be submitted directly to ACEND only after all other options for resolution at the program, department, and university level have been exhausted.

ACEND
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
1-800-877-1600, extension 5400
ACEND@eatright.org

A copy of the accreditation standards and/or the council’s policy and procedure for submission of complaints may be obtained by contacting the education staff at:
STUDENT ACTIVITIES

The Undergraduate Student Nutrition Organization (USNO) is an activity club run by students under the direction of a faculty advisor. The club meets frequently for social and informational purposes and organizes volunteer opportunities. Activities are announced in classes and posted on the Undergraduate listserv.

Kappa Omicron Nu (KONu) is a national Honor Society open to eligible Nutrition/Dietetics students. Eligibility includes being accepted into the Nutrition Program and a minimum GPA of 3.0 or better. Initiation occurs one time in the Fall semester.

POST-GRADUATE TRAINING – DIETETIC INTERNSHIP

After completion of the DPD Program, students are eligible to apply to either a Dietetic Internship and/or to a graduate program. Successful completion of a Dietetic Internship allows a student to be eligible to take the Registration Examination to become a Registered Dietitian Nutritionists (RDN). Students may apply to the internship(s) of their choice during their senior year. Information regarding both the Nutrition Graduate Program and UNM Dietetic Internships is available on the Nutrition Program Website.

Students are encouraged to seek advisement early in the program regarding procedures and deadlines for applications to internships. Admission to a Dietetic Internship is very competitive; a strong academic record (GPA 3.5 or above) and nutrition related work is very important when being considered.

COMMUNITY EXPERIENCE

Students are expected to participate in community service related to nutrition. Volunteer experience is important to the community and is strongly encouraged in order to be competitive for acceptance into a Dietetic Internship. Suggestions for various opportunities and projects will be announced in classes and through the Undergraduate Nutrition Program Listserv. Please check these emails frequently throughout the semester. Volunteer opportunities are available through the Undergraduate Nutrition Student Organization (UNSO) and KONu (the Honor Society for Human Sciences).