

2021/22

Professional Master's Diploma – Dietetics Student Guide



School of Nutrition
Faculty of Community Services

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A. Information for applicants

1. What is the PMDip Dietetics?

The Professional Master's Diploma - Dietetics is a 1-year graduate program at Ryerson University that is offered through collaborations with North York General Hospital, SickKids, Unity Health (St. Michael's Hospital, St. Joseph's Health Centre and Providence Health Care) and Sunnybrook Health Sciences Centre and Women's College Hospital. As a graduate program, the PMDip Dietetics is administered through the Yeates School of Graduate Studies (YSGS) at Ryerson. Graduates earn the designation "PMDip - Dietetics".

2. Program mission, vision, and goals

Program Mission:

To collaborate with partner institutions to provide outstanding practical training for future dietitians.

Program Vision:

To be a leading hub for innovation and collaboration in dietetic education and training.

Program Goals:

1. To provide students with high quality practical training through which they can demonstrate competency attainment as per the Integrated Competencies for Dietetic Education and Practice (ICDEP), qualify to write the Canadian Dietetic Registration Examination, and become dietitians.
2. To draw on all partner institutions' resources to enhance the quality of dietetic practical training for students and preceptors.
3. To provide students and preceptors with exceptional opportunities for professional growth and development.

3. Who should I contact if I have questions about the practical training experiences offered by PMDip Dietetics partner hospitals?

PMDip Dietetics @ North York General Hospital

Rosemary Hayhoe, MHM, RD

Professional Practice Leader, Clinical Nutrition & Dietetic Education Coordinator

Email: Rosemary.Hayhoe@nygh.on.ca

PMDip Dietetics @ the Hospital for Sick Children

Joann Herridge, MSc RD

Clinical Educator/ Dietetic Internship Coordinator

Email: joann.herridge@sickkids.ca

PMDip Dietetics @ Sunnybrook Health Sciences Centre & Women's College Hospital

Annie Hoang (she/her), MEd, RD, CDE

Professional and Education Leader, Clinical Nutrition

Email: annie.hoang@sunnybrook.ca

PMDip Dietetics @ Unity Health (St. Michael's Hospital)

Helen Tomalik, RD, MEd

Manager Academic Affairs and Education Specialist-Dietetics

Unity Health Toronto (St. Michael's Hospital)

Email: Helen.Tomalik@unityhealth.to

PMDip Dietetics @ Ryerson University, School of Nutrition:

Amber Rebello, MEd

Graduate Program Administrator

Email: arebello@ryerson.ca

Enza Gucciardi, PhD

Graduate Program Director

Email: egucciar@ryerson.ca

Maria Ricupero, MHSc, RD, CDE

Ryerson Practicum Coordinator

Email: mricupero@ryerson.ca

Megan Omstead, MPH, RD

Ryerson Practicum Coordinator

Email: megan.omstead@ryerson.ca

4. Where will I find information about the PMDip Dietetics?

For information about the student experience available at each partner organization, see their websites:

- **Unity Health Toronto**
https://www.ryerson.ca/content/dam/nutrition/pdfs/graduate/SMH_Ryerson_Internship_Program.pdf
- **North York General Hospital**
<https://www.nygh.on.ca/education-and-research/centre-education/students/health-professions/dietetics>
- **SickKids**
<http://www.sickkids.ca/Clinical-Dietetics/Education-and-Learning/index.html>

- **Sunnybrook Health Sciences Centre**
<https://sunnybrook.ca/education/content/?page=education-registered-dietitians>

For information about how to apply, tuition, and other academic matters, go to the Ryerson website: <http://www.ryerson.ca/nutrition/programs/dietetics-pmdip/>

5. How long is the program?

The PMDip Dietetics is a full-time graduate program that is completed in three consecutive semesters (1 year).

6. When does the program start?

The program begins in September.

7. Will orientation be provided?

Yes. Accepted applicants will attend orientations at Ryerson and at the partnering hospitals. You will be notified of the dates of orientation events in advance.

8. If I complete the program, can I become a Registered Dietitian?

Yes. Successful completion of the PMDip Dietetics will enable you to meet all of the Integrated Competencies for Dietetic Education and Practice (ICDEP), qualify you to obtain a temporary license, write the Canadian Dietitian Registration Exam (CDRE) and if you are successful, become a Registered Dietitian.

9. How is the program structured?

You will complete four graduate level courses.

FALL	WINTER	SPRING/SUMMER
NC8401 Practicum I	NC8402 Practicum II	NC8403 Practicum III
	NC8300 Preparation for Dietetic Practice	

During the three practicum courses you will be engaged in dietetic practical training through a series of carefully planned rotations. In each rotation, you will be supervised by highly qualified dietitians working in a variety of practice settings.

The NC8300 Preparation for Dietetic Practice course is offered at Ryerson. This course integrates a team-based population health placement to provide opportunities for students to meet all competencies in this practice area. Students will work in teams to engage with community partners of interest to develop and deliver nutrition education interventions. Opportunities to develop and practice additional skills in preparation for dietetic practice will also be provided i.e. counselling for behaviour change, research appraisal etc. Through this course, students can expect to develop collegial relationships through reflective practice activities. This course is offered concurrently with NC8402 Practicum II.

10. What is the cost of the program?

The Ryerson Registrar's Office posts the fee schedule for incoming students in early August each year. Please note that domestic and international students pay different fees. For accurate information, check the appropriate fee schedule here:

<http://www.ryerson.ca/registrar/fees/detail/graduate/>

2021-2022 Program Cost

Term	Tuition	Ancillary Fees	Total Fees
Fall	1,203.27	1,800	3,003.27
Winter	970.33	1,800	2,770.33
Spring/Summer	580.31	1,800	2,380.31
		TOTAL COSTS	8,153.91

11. Is financial support available for students?

PMDip Dietetics students are eligible to apply for a needs-based bursary. Students are encouraged to use Ryerson's AwardSpring portal to explore their eligibility for multiple awards.

<https://www.ryerson.ca/registrar/students/scholarships/awards-guide/>

12. Is the program OSAP eligible?

The PMDip Dietetics is **not** OSAP eligible. Students can request to defer loan repayment and ask that no interest be charged during their studies by applying for the Repayment Assistance Program.

You'll find more information here: <https://www.canada.ca/en/employment-social-development/services/education/repayment-assistance-plan.html>

13. Will I be able to work while completing the program?

The PMDip Dietetics is intensive and demanding. Students need excellent time management and organizational skills. Students will spend 35-40 hours every week in various dietetic practice environments and will have homework to complete many evenings and weekends. It is very difficult to maintain paid employment while completing the program. It is not possible for students to miss time during practicum rotations for employment-related matters.

B. Application information

14. How do I apply for the PMDip Dietetics?

All applications for the PMDip Dietetics will be submitted directly to Ryerson. For information on how to apply, see:

<https://www.ryerson.ca/nutrition/programs/dietetics-pmdip/>

15. How many partner organizations can I apply to?

- Effective Sept 2020, you can apply to **one** partner organization

16. When is my application due?

- Complete your OUAC online application by 11 pm on **November 30, 2021**
- Upload all documents to the Ryerson Applicant Upload portal by 11 pm on **January 9, 2022**

17. What are the steps to apply?

STEP 1	Contact your referees. You need their names and correct email addresses to upload with your application. Take care to record the correct email address
STEP 2	Apply to OUAC (Ontario Universities' Application Centre) by 11 pm on November 30, 2021 Pay the \$110 OUAC fee when you submit your online application
STEP 3	Ryerson's Graduate Studies Admissions and Recruitment office will email you within 2-3 days of application receipt with instructions on how to create your online identity and upload your documents through the Ryerson portal. Follow the instructions provided to activate your Ryerson online identity.
STEP 4	Gather all documents listed in the "Required Documents" tab and save them as .pdf documents. Log in to the Ryerson Applicant Upload portal and upload your documents. Please ensure the correct documents are uploaded. You cannot go back once they have been uploaded. Upload required documents by 11 pm on January 9, 2022

18. What documents do I need to upload?

- Please visit our admissions website for a list of required documents.
<https://www.ryerson.ca/nutrition/admissions/dietetics/>

19. How do I find out the status of my application?

- You can monitor the status of your application through the Ryerson Applicant Upload portal.

20. What should I do if my application is not complete?

- Submit any missing documents via the Ryerson Applicant Upload portal ASAP
- If it's December 15, 2021 and your referees have not submitted their reports, contact them with a friendly reminder

21. When will I know if I'm invited for an interview?

- Applicants who are invited for interviews will be contacted by the partner organization to arrange an interview time by the end of February.

22. When will interviews be held?

- Interviews will occur in February.

23. Where are the interviews?

- Hospital coordinators will provide information about the interview when they contact you.

24. When will I know if I have been accepted?

- Offers of admission to applicants are made as soon as possible following the completion of all interviews.

25. If I receive an offer of admission, how long do I have to decide?

- We know that many top applicants are considering multiple offers. Applicants are typically given about 48 hours to respond. We strongly encourage you to respond as soon as possible to secure your place in the program.

C. Information for current students

26. What should I do first?

a) Apply for your Ryerson OneCard

The OneCard is your official Ryerson identification card and serves as a convenience card for many of the services on campus including the Library, printing and photocopying, food purchases, discounts and more.

Submit your online OneCard application and upload your photo between **June 1 and August 15** to apply.

Check the OneCard website about COVID protocols: www.ryerson.ca/university-business-services/onecard/student-onecard/get-your-card/

b) Obtain a Ryerson email address.

Early August, you will be prompted to create your Ryerson email address at ryerson.ca/accounts. It is important that you do this as soon as possible, as all official university communications will be sent there. Remember to check it frequently!

c) Pay your Tuition

Tuition and fees can be viewed on RAMSS (my.ryerson.ca) in August. Tuition has to be paid by the Friday of the first week of classes in the fall, winter and spring/summer terms. Tuition deadlines and other important dates are listed at: www.ryerson.ca/graduate/calendar/significant-dates/

The best way to pay your fees is through online or telephone banking.

See www.ryerson.ca/registrar/fees/payonline for details on how to pay through online and telephone banking, and for information on alternate payment methods.

27. What services are available to me?

PMDip Dietetics students have access to a full range of services and benefits offered by Ryerson. The table below provides a brief description of available services and contact information.

Services	Description	Contact
Academic Accommodation Support	Our friendly, knowledgeable team of accommodation support staff - facilitators, specialists, and administrators – will offer support with academic accommodation and related academic supports and the processes involved with these. Students eligible for	Email: aasadmin@ryerson.ca Web: https://www.ryerson.ca/accommodations/

	Academic Accommodation Support have singular and multiple disabilities, such as learning disabilities, sensory impairments, acquired brain injuries, ADHD, and mental health, medical, and mobility issues.	
Centre for Student Development and Counselling	<p>The CSDC offers free, confidential counselling services in a professional and friendly environment. While our services are predominantly short term in nature, the duration of counselling is determined on a case by case basis depending on need and resources availability. Services are provided by our team of psychologists, counsellors, and master’s and doctoral interns.</p> <p>Our services, programs and resources are intended to assist students not only to solve immediate problems, but also to define their personal, educational and career goals, and to acquire the self-confidence and transferable skills necessary for professional success and individual growth. We provide these services on a one-to-one basis or in a group format.</p> <p>All Ryerson graduates are invited to participate in Career Centre support services for 5 years post graduation.</p>	<p>Web: https://www.ryerson.ca/student-wellbeing/counselling/</p>
English Language Support	To help multilingual students engage fully in their education at Ryerson, we offer a variety of free support programs designed to help students improve and develop their communication skills – help with writing, speaking, listening, and reading. This also becomes an opportunity to meet fellow students and practice language skills in a friendly, stress-free environment	<p>Web: https://www.ryerson.ca/student-life-and-learning/learning-support/writing-support/</p>
Graduate Student Support	For students enrolled in one of Ryerson’s Master’s or PhD programs looking for help with developing graduate-focused academic skills. Graduate students have specific concerns about their academic skills and the demands of graduate-level study. Our programming will help you to	<p>Web: https://www.ryerson.ca/student-life-and-learning/learning-support/graduate-student-support/</p>

	further develop these skills under the guidance of our professional staff.	
Health Promotion Unit	The Health Promotion Unit consists of a Health Promotion Programs Coordinator, peer health promoters, placement students and volunteers. We are dedicated to promoting the health and well-being of Ryerson University students by providing current and relevant health information, working with students and staff to develop a healthy community and ensuring high quality health promotion information and support	Web: https://www.ryerson.ca/student-wellbeing/healthpromotion/
International Student Services	The International Student Support (ISS) is a unit of Student Life, a part of Student Affairs at Ryerson University. We are here to help international students and students new to Canada adjust to life in our country, connect with fellow students and succeed in achieving their personal and professional goals. Understanding UHIP, issuing status letters, supporting in immigration matters and nurturing personal development-these are just some of the many things that we provide for our international students so that they are able to make the most of their time at Ryerson.	Email: issask@ryerson.ca Web: https://www.ryerson.ca/student-life-and-learning/international-support/
Math Support	Are you looking for help with math? This is the place to go. SLS offers comprehensive support to all Ryerson students looking for help with math, guidance in their math-related courses, or simply to develop their math skills.	Email: sls@ryerson.ca Web: https://www.ryerson.ca/student-life-and-learning/learning-support/tutor-match/
Medical Centre	The Medical Centre is a medical clinic which provides currently registered Ryerson students, staff and faculty, with a wide range of medical services that you would normally expect to receive from your family physician. This includes the treatment of illnesses, such as colds or the flu, to routine examinations like annual physicals and internal examinations.	Web: https://www.ryerson.ca/student-wellbeing/medicalcentre/

ONE Card Office	The OneCard is the official identification card for the Ryerson University community. In addition to being the single most important piece of ID you possess during your time here at Ryerson it also serves as a convenience card for many of the services available on campus, including the library, printing and photocopying, food purchases, discounts, savings and more.	Email: onecard@ryerson.ca Web: www.ryerson.ca/onecard
Ryerson Aboriginal Services	Ryerson Aboriginal Student Services provides a culturally supportive environment to promote academic excellence and serves as a place to balance academic learning with traditional teachings and culture.	Web: www.ryerson.ca/aboriginal
Student Affairs	Student Affairs provides numerous services to support student success, including: learning support, health & wellness, career support, housing & residence, student programs, leadership, international student support and more.	Web: www.ryerson.ca/studentaffairs
Study Skills & Transition Support	Being a successful student requires hard work and dedication but it also requires developing the skills to learn effectively and efficiently. Our study skills and transition programs will help you to start that process	Email: sls@ryerson.ca Web: www.ryerson.ca/studentlearning-support/study-skills-and-transition-support
Writing Support	We think our writing is best when we get to talk about it with others at various stages of the process. So, that's what we do - help students become better writers by engaging them in meaningful conversations about their writing. If you get in the habit of doing this, it will become a meaningful part of your ongoing writing processes and development at Ryerson.	Email: sls@ryerson.ca Web: www.ryerson.ca/studentlearning-support/writing-support

28. What benefits are available to me?

As members of Ryerson Student Union (RSU), the following benefits are available to you:

- **Health & Dental insurance plan:** Provides excellent coverage for health and dental expenses as well as travel insurance. If you wish to opt out of this coverage and receive

a refund, you must follow instructions found at rsuonline.cfshosting.ca/Services/Health-Dental-Plan

- **Discounted TTC Metropass Tickets and Merchandise:** discounted TTC passes and tokens, Cineplex Entertainment movie tickets, Carlton Cinema tickets, Rainbow Cinema tickets, Canada's Wonderland tickets. Available at the Member Services Office, Student Campus Centre Lobby. More information at <http://www.rsuonline.ca/discount-tickets>
- **Used Book Room:** Buy and sell your used text books. See <http://www.rsuonline.ca/used-book-room>
- **CopyRITE Printing Service:** Discount digital printing services. <http://www.rsuonline.ca/copyrite>
- **Tax Clinic:** Free access to Ufile.ca; RSU tax clinic appointments. See <http://www.rsuonline.ca/tax-clinic>
- **Legal Service:** Access to a lawyer to advise and assist with legal issues. See <http://www.rsuonline.ca/legal-service>
- **Academic Advocacy:** Support and advice for issues with the University (appeals, misconduct, etc.) See <http://www.rsuonline.ca/academic-advocacy>
- **Graduation Photos:** Free class composite photos See <http://www.rsuonline.ca/grad-photos>
- **International Student Identity Card (ISIC):** entitles you to discounts and services at home and around the world. For more details, see <http://www.rsuonline.ca/Services> or go to Student Campus Centre at 55 Gould St, SCC311, Toronto, ON M5B 1E9 Phone: 416-979-5255 Email: info@rsuonline.ca
- **Your tuition includes access to Ryerson Athletics and Recreation Facilities** You are entitled access to the Ryerson Athletic Centre (RAC) and the Mattamy Athletic Centre. Additional athletic services (e.g. personal training and group fitness classes) are available at a discounted rate. Information about group fitness classes, personal training, intramurals, clubs, skate and hockey training, facilities, athletics, etc. can be found at: <https://www.ryerson.ca/recreation/>
- **General Liability, Professional Liability and Workplace Safety Insurance** While you are on placement, you will be covered by Ryerson University for Comprehensive General Liability Insurance and Professional Liability Insurance. Students, while fulfilling the unpaid Placement, have Workplace Safety and Insurance Board (WSIB) or private insurance coverage in the event of an incident or injury. The cost of the coverage will be paid for by Ryerson University. For additional details. Please refer to the Graduate Programs Practicum Policies and Procedures document

Anti-virus protection software is available for free for students at:

<http://ryerson.ca/ccs/services/software/security.html>

You will need to enter your my.ryerson username and password to access the software. If you have trouble, you can contact Ryerson's Computing and Communications Services (CCS) at 416-979-5000 ext. 556840 or help@ryerson.ca. Please make sure you practice safe computing practices while connected to Ryerson's network. Here's what you can do:

- Make sure all your computers are running antivirus software, that it is working properly, and that it is up to date. If you recently upgraded to Windows 10 and use Sophos you

will have to uninstall Sophos and reinstall it. If you are having problems on a Ryerson computer getting Sophos to work, to update itself, or if Sophos is issuing alerts please call the CCS help desk at extension 6806 or email help@ryerson.ca.

- Make sure you keep your operating system, browser and other software up-to-date. Software updates are frequently issued to fix security vulnerabilities.
- Do not open emails or attachments from unknown sources. If you do not recognize the sender do not open attachments or follow links. If you are inclined to open an attachment on your computer, pause a moment and consider if the attachment is legitimate. Does it come from an email address you recognize and are expecting an attachment from? If not, do not open it. If you must look at an attachment use a viewer instead of opening it on your computer. For example, if you use your browser to access your Ryerson Gmail account (via gmail.ryerson.ca) clicking on an attachment will show you a preview of the document. A common scam is to send malware disguised as a resume. If you must see the attachment, review the “resume” using Gmail’s preview feature. Do not download and open the attachment.
- Make sure Microsoft office macros are not enabled. If a document or spreadsheet claims macros must be enabled to view it, do not turn on macros. A recent scam involves sending fake invoices that claim they cannot be read properly without enabling macros. Don’t fall for it.
- Do not use peer-to-peer or other “file sharing” or “free file download” services to download movies, music, file sharing utilities and so on. If you insist on doing this, do not do it on a Ryerson computer, a computer connected to Ryerson’s network, or a computer that contains or has access to confidential or personal information. A common tactic for spreading malware is to post the malware to file sharing sites and systems and pretend they are movies, music, apps or application files. Don’t click on links in emails to download files. If you inadvertently start to download a file, cancel the download or delete the file. Don’t open it.

Access to specialized software at:

http://www.ryerson.ca/ccs/services/software/Virtual_Applications/

Students can securely access various licensed software applications without having to install them on their computer. Please visit the website above for more information.

29. Where will I find information about fees?

You'll find general information about graduate student fees at:

<https://www.ryerson.ca/registrar/fees/detail/graduate/>. To access the fee schedule for the PMDip Dietetics, click on Professional Master’s Diploma and select either Canadian Citizens or International Students and PMD – Dietetics.

IMPORTANT NOTES:

- The fee schedules are updated for the incoming cohort of students by the beginning of August each year. Be sure to look at the schedule for your cohort year.
- Fees for domestic (Canadian) and international students differ. Be sure to look at the fee schedule that applies to you.

30. Why do I pay tuition, ancillary, and program fees?

- **Tuition fees** are charged to partially cover the costs of program delivery.
- All full-time Ryerson students pay **ancillary fees** (e.g., Ryerson Student Union membership fees, athletics fee, student campus centre fee, etc.). The full list of ancillary fees is available at: <https://www.ryerson.ca/current-students/tuition-fees/ancillary-fee-descriptions/>.
- On the fee schedule provided by the Registrar's office, you will also see that you pay a **program fee** in the fall, winter, and spring semesters. This fee partially covers the cost of managing and administering the practicum elements of the program.

31. Is housing available to me?

- Yes. See www.ryerson.ca/housing

32. What are my rights as a Ryerson student?

- **Human Rights Services:** All members of the Ryerson community are entitled to study, work, and live in an environment that is free of discrimination and harassment. See <http://www.ryerson.ca/humanrights/>
- **Office of Equity, Diversity, and Inclusion:** Ryerson University is committed to community engagement, action, inclusion, and respect for Aboriginal perspectives, equity, diversity, and putting people first. The Office of Equity, Diversity, and Inclusion collaborates across campus to make Ryerson a truly inclusive place to learn and work. See <http://ryerson.ca/equity/>
- **Ombud's Office:** The Ombud's office works with students, faculty and staff to seek expeditious and fair resolutions to issues, concerns, and conflicts at Ryerson that they have not been able to resolve themselves. See <http://www.ryerson.ca/ombuds/>
- **Sexual Violence Support and Education:** Ryerson is committed to fostering a campus where consent comes first. See <http://www.ryerson.ca/sexual-violence/index.html>
- **Emergency Response & Security Services:** See <https://www.ryerson.ca/community-safety-security/>

33. What are my obligations as a Ryerson student?

All Ryerson students are obligated to conduct themselves in accordance with the:

- **Student Code of Non-Academic Conduct:**
www.ryerson.ca/senate/policies/pol61.pdf.
Additional information can be found at <https://www.ryerson.ca/student-care/students/student-code-of-conduct/>
- **Student Code of Academic Conduct:**
www.ryerson.ca/senate/policies/pol60.pdf

34. What policies apply to me as a graduate student?

- **Academic Appeals Policy:** www.ryerson.ca/content/dam/senate/policies/pol152.pdf

- **Ethics Review of Research Involving Human Subjects:**
www.ryerson.ca/content/dam/senate/policies/pol51.pdf
- **Ethics Review of Research Involving Animals:**
www.ryerson.ca/content/dam/senate/policies/pol52.pdf
- **Graduate Course Management Policy:**
ryerson.ca/content/dam/senate/policies/pol151.pdf
- **Graduate Admissions Policy:**
<https://www.ryerson.ca/content/dam/senate/policies/pol163.pdf>
- **Student Code of Academic Conduct:** www.ryerson.ca/senate/policies/pol60.pdf
- **Student Code of Non-academic Conduct:**
www.ryerson.ca/senate/policies/pol61.pdf
- **Intellectual Property Guidelines:**
<https://www.ryerson.ca/content/dam/graduate/current-students/policies/IPGuidelines.pdf>

35. What do I need to do to graduate?

- As completion of your program draws near, you'll need to apply to graduate. See <https://www.ryerson.ca/graduate/student-guide/academic-matters/graduation/>

36. Can I attend convocation at Ryerson?

- Absolutely! We hope you'll attend the convocation ceremony at Ryerson, along with your family/friends, to celebrate your success. You'll find details on upcoming convocation ceremonies at: <http://www.ryerson.ca/convocation/>
- PMDip Dietetics students complete their studies in August each year and receive their graduation document at the October convocation ceremonies at Ryerson.