



Department of Family Relations and Applied Nutrition
Masters of Applied Nutrition Program
Course Outline

Practicum in Applied Human Nutrition III (FRAN*6730) Summer 2014

Instructor/Practicum Coordinator: Alexia Prescod

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Classes : TBA

Office Hours: by appointment

Course link: Course readings, material, discussions and grades will be posted on Courselink. All assignments can be submitted electronically using Dropbox on D2L.

COURSE DESCRIPTION:

This course provides a practicum of 3 - 4 days per week for 13 weeks in the semester with a dietetic related agency or organization (hereinafter referred to as "the organization"), to develop and perform dietetic competencies (internship experience). Alternatively, in the summer semester the practicum can be completed as 5 days per week for 8 weeks, according to the feasibility and preferences of the student and the organization. For summer term, the placement can start as early as mid- April and continues through August . The actual schedule for the placement can be negotiated with the student, the placement preceptor and the placement coordinator.

PRE-REQUISITE:

Registration in this course is restricted to students enrolled in the Masters of Applied Nutrition program.

Registration for this course indicates the student's consent to the release of personal and academic information to the host organization for the purposes of placement.

COURSE FORMAT:

The course will be **highly** interactive with presentations and on-line discussions or webinars by class members as a main feature. Evaluations will be based largely on presentations and individual assignments.

OVERALL COURSE OBJECTIVE:

The graduate students will gain practical experience and achieve competencies through placements and increase their theoretical and research knowledge through various interactive assignments and projects.

SPECIFIC OBJECTIVES:

By the end of the course, students will be able to

- ❖ Demonstrate and document attainment of entry level competencies
 - Prepare SMART learning objectives for placement activities
 - Interrelate the tasks of the activity plans to the entry level competencies
 - Appraise their level of competency attainment on a modified Benner scale

- ❖ Create an on-line webinar for peers based on a case study from placement
 - Identify a case study from practicum experiences

- Use Gange's Events of Instruction framework to design a webinar for your peers
 - Design and record an asynchronous webinar
 - Analyze feedback from peers and generate recommendations for improvement with support from the literature.
- ❖ Apply critical reflection methods to practicum and academic experiences
 - Use literature from various disciplines to support recommendations for future professional development.
 - Compose a dietetic practice philosophy based on reflections and lessons learned throughout the MAN program.

ROLES AND RESPONSIBILITIES:

Students are assigned to practica by the Practicum Coordinator. In assigning particular placements, consideration is given to, among other factors, the learning needs, skills and interests of the student, the needs of the organization and availability of placements. The final decision as to the placement assignment is made by the Practicum Coordinator. Students are responsible for their own transportation to the placement site.

A successful placement requires cooperation by all three parties involved, the student, the organization and the University. Students are responsible for familiarity and compliance with the organization's regulations, rules and policies. Failure to comply with such regulations, rules and policies may result in termination of the placement by the organization or the University.

STUDENT:

- **Practicum Seminar:** Students are expected to **participate fully in ALL discussions and exercises**. Students are responsible for supporting the learning of fellow students. However, projects and presentations that are to be submitted individually are to be worked on independently.
- **Practicum Placements** (*See Practicum Role & Responsibilities for further details*):
 1. Students attend placement minimum 3 days/week for 13 weeks for a minimum total of 39 days.
 2. Students must meet **regularly** with their preceptor, a minimum of ONCE PER WEEK to obtain feedback on performance, discuss progress on activity plans, etc
 3. Students **must** follow the policy and procedures of the Organization, as well as the professional and ethical standards of the College of the Dietitians of Ontario. It is the student's responsibility for obtaining and familiarizing themselves with the Organization's regulations, rules, policies and procedures.
 4. Students must also be aware of the obligation to observe strictly each patient's right to confidentiality and each organization's responsibility to preserve this confidentiality in respect of all information, both written and unwritten, to which the students may have access. In this context, students may have to sign a standard confidentiality agreement (in a form supplied by an organization), the breach of which could result in the termination of the student from the relevant placement.
 5. Develop, in collaboration with the Placement Preceptor, a practicum plan consisting of activity plans that specify tasks to complete and competencies to be achieved during the practicum

It is the student's responsible to ensure ALL Placement Forms are complete appropriately & submitted by the deadlines.

 7. Document the Dietitians of Canada Entry-Level Competencies that have been achieved in each of the activities of the practicum plan. Completion of the competencies will be reviewed by the Practicum Coordinator at week 6 (mid evaluation) and week 13 (final evaluation). Completed final competencies will be recorded on the Student Competency Record and submitted to Program Coordinator.
 8. To inform Preceptor and/or Program Coordinator of any concerns, issues *promptly*.

PRECEPTOR:

1. To provide all necessary information, policies and procedures about the Organization during placement.

2. Provide orientation to the Organization and assistant in filling out placement forms as needed.
3. Support student in developing Practicum Activity Plans, providing suggestions for activities, projects and tasks of value to the Organization and the student. Provide continued monitoring of the Plans and change if necessary.
4. Provide the student with opportunities to participate in your routine work activities, including attending staff conferences, consistent with the Practicum Plan.
5. Supervise the student's activities, especially those related to the Practicum/Activity Plan, this includes, but not restricted to regular meetings to discuss progress (ie weekly), mid and final evaluation of competencies.
6. To inform Program Coordinator of student's progress at mid and final evaluation and submit final grade and competencies to Program Coordinator at end of Practicum.

PROGRAM COORDINATOR/INSTRUCTOR:

- **Practicum Seminar:** To guide students in their development of practical, reflective and theoretical skills in dietetic practice and research. The Instructor will select key readings, articles and assignments to facilitate this knowledge and provide an open-learning environment.
- **Practicum Placements:**
 1. Select and confirm placements for each student based on placement/preceptor availability; needs of the group; individual learning needs, career goals and interests.
 2. Ensure all necessary paperwork (ie Affiliation Agreement; Immunizations) and training (ie Preceptor training) completed.
 3. Review placement projects with preceptors; activity plans with students;
 4. Organization/Site visits for mid evaluations (week 6) with students and preceptors, as well as needed.
 5. Review of final evaluation, practicum grade submissions from preceptors, completion of DC competencies and assignment of final grade for the practicum

COURSE EVALUATION:

- A. **Case study webinar 30%**
 - **Webinar presentation 20%**
 - **Recommendations report 10%**
- B. **Reflections on Program Experiences, Career Map and Practice Philosophy 20%**
 - **Individual report**
- C. **Completion of the Practicum Plan 50%**
 - *From placement preceptor*

RESOURCES: REQUIRED

Text:

- Sweitzer HF and King MA. *The Successful Internship: Personal, Professional and civic development (3rd ed)* . Belmont, CA: Brooks/Cole – Cengage Learning, 2009
- Holli, BB,, K, Calabrese, RJ and O'Sullivan-Murray. *Communication & Education Skills for Dietetics Professionals*. Philadelphia, PA: Lippincott William and Wilkins, 2003

Workbook:

- Giroux, I. Applications and Case Studies in Clinical Nutrition. Lippincott William and Wilkins, 2008

This workbook should be completed before your clinical placement. The solutions manual is available from the program coordinator.

Clinical dietetics handbook (Cost ~\$25 to \$75)

- Regina Qu'Appelle Health Region (http://www.rqhealth.ca/programs/nut_food/nut_food.shtml)
- *Optional:*
 - o Winnipeg Regional Health Authority (http://www.hsc.mb.ca/nfs/clinical_nutrition.htm),
 - o Sunnybrook Health Sciences (<http://www.sunnybrook.ca/content/?page=clinicalNutritionWelcome>)

DESIRE 2 LEARN (D2L):

This course will be using D2L for on-line resources. Updated and additional resources will be posted on D2L and it will be the students' responsibility to check D2L to ensure all readings, web resources and assignments have been completed prior to each class.

COURSE POLICIES:**Academic Integrity:**

Detailed information about the regulations governing academic misconduct is in the Graduate Calendar at: www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e1125.shtml#integrity

As part of this course students are expected to read and complete the academic integrity tutorial available at www.academicintegrity.uoguelph.ca/index.cfm.

Submission of Assignments:

Unless noted on the course syllabus, all assignments, Reflective Journals, etc are due by 5:00 pm of the due date. Assignments must be submitted electronically the Dropbox in D2L. The file naming convention is as follows: StudentName_assignment name.pdf. **Files that are not in a PDF format will not be marked.**

Late Assignments:

Late written work will be accepted **up to 3 days past the due date with 10% per day penalty** including weekends and holidays (unless accompanied by a medical note). Papers are **NOT accepted after 3 days overdue**. An extension can be negotiated if requested at least four days before the due date.

Referencing:

Referencing of all resources must be in the American Psychological Association (APA) style. APA Style guidelines are posted on D2L and available in the Library.

Electronic Equipment within the Classroom:

Laptops are welcomed in the classroom; however the use of Facebook, Twitter, email, etc is strongly discouraged during the session. During any student or guest speaker presentations, laptops should not be used unless approved by the presenter. All cell phones are to be turned off during class times. If it is vital that your cell phone be on during a class, let the instructor know prior to the start of the session. At no time can the instructor or any portion of the class be videotaped or recorded without prior consent.

Withdrawals:

If a student is terminated from a placement or withdraws from the placement without first obtaining written authorization of the Practicum Coordinator, that student may be offered another placement solely in the discretion of the Placement Coordinator. Students who voluntarily withdraw from a placement and have the written authorization of the Practicum Coordinator will be offered another placement, if reasonable in the circumstances.

Illness/Absence from Placement:

In case of illness, or other reason for being absent from the practicum site, the student is responsible for notifying the Placement Preceptor as soon as possible on the first day absent, according to organization policy. Student must also notify Practicum Coordinator via voicemail or email and complete the appropriate MAN program forms. Arrangements for completing tasks will be negotiated by the student with the Placement Preceptor following return to the organization. If the student is absent for more than 2 days during the practicum, the student must notify the Practicum Coordinator via phone to discuss the implications of the absence on completion of the practicum. If completion of the practicum is at risk, the Practicum Coordinator will compile information from the student and the Placement Preceptor and will negotiate resolution with them about completing necessary activities. Any outstanding issues are taken to the Masters of Applied Nutrition Advisory Committee for resolution. Refer to the Graduate Calendar Academic Regulations, 5, Academic Standings.

Incomplete Activity Plans/Projects/Tasks:

In the case that a student is having difficulty in completing the activities according to the Practicum Plan and this cannot be resolved with the Placement Preceptor, the student meets with the Practicum Coordinator to discuss options for resolution. If completion of the practicum course is at risk, the Practicum Coordinator will compile information from the student and the Placement Preceptor and will negotiate resolution with them. Any outstanding issues, including termination of the practicum experience, are taken to the Masters of Applied Nutrition Advisory Committee for resolution. Refer to the Graduate Calendar Academic Regulations, 5, Academic Standings.

Accessibility:

- Students who need course adaptations or accommodations because of a disability, or who have emergency medical information to share, please speak to instructor during the first week of class.
- Students who require accommodation on the basis of religious obligations are referred to the policy at <http://www.uoguelph.ca/uaic/vii-religious-holidays>



Department of Family Relations and Applied Nutrition

Masters of Applied Nutrition Program

FRAN*6730 Practicum in Applied Human Nutrition III

Summer 2013 - Course Syllabus *Tentative*

In class seminars for the Summer 2013 are scheduled for May 27th, June 17th and July 25th. Otherwise course activities done via D2L.

Event	Date	Topic	Student Activities
1	May 5 Class Meeting	<ul style="list-style-type: none"> • Making a research poster • Prep for CDRE • Resume and Job search skills • Review course expectations • Review assignments 	Room: TBA Time: 9 am
12	On or before May 16	<ul style="list-style-type: none"> • Individual Meetings to review competency development (in person or via Skype®) 	in person or Skype
3	May 30	<ul style="list-style-type: none"> • Share placement orientation information - Agency & Activity Overview – Posted to D2L discussion section and dropbox 	All Due: Reflective Journal due Friday at 5:00 pm
4	June 27	Webinar: post PowerPoint slides to dropbox	All
5	July 11 th	<ul style="list-style-type: none"> • Reflective Journal due Friday at 5:00 pm • Preceptor Thank you list due 	All Due Friday by 5 pm
6	July 25 th	Recommendation Report due	All
7	July 31 @ 11 AM Arboretum	<ul style="list-style-type: none"> • Final Research Presentation Event • Celebration of Completion 	All
8	August 8	Written Practicum Reports due by 5:00 pm	All

Note: This syllabus is an overall semester plan and may be changed at the discretion of the instructor to accommodate guest speakers, student scheduling issues, storms and other unforeseen circumstances. Class members will be emailed or notified on D2L as soon as possible if such changes become necessary.

Department of Family Relations and Applied Nutrition

Masters of Applied Nutrition Program

Assignments

Webinar and Recommendation Report

Value: 20 % of Final Grade

Objectives:

1. Using a case study from your practicum experiences, create and record a webinar using PowerPoint
2. Create three learning objectives for your webinar and activities to meet your objectives
3. Analyze feedback from peers and generate suggestions for improvements

Procedures:

1. Select a case study from your practicum experiences that will support the learning of your peers
2. Read *Designing effective webinars* by Angela Gunder on-line at <http://www.adesinamedia.com/webinars/getting-started/>
3. Create 3 learning objectives for your webinar and activities to fulfil your objectives
4. Create your webinar in PowerPoint or Keynote
5. Post your slides and the CourseLink dropbox

Evaluation: Webinar

Presentation style	20 marks
Use of verbal fillers	5 pts [-½ pt vf]
Vocal variety and energy	4 pts
Use of oral landmarks and transitions	3 pts
Elocution	4 pts
Smooth well paced narrative	4 pts
Webinar Content and Visual	20 marks
Visual maps : <ul style="list-style-type: none"> • Learning objectives, • Agenda, • Presenter bio • Headers 	5 pts
Layout: <ul style="list-style-type: none"> • Text to space ratio appealing • Font size and colour clear, easy to read 	5 pts
Audience engagement/activity <ul style="list-style-type: none"> • Grabs attention • Maintains interest • Addresses learning objectives 	10 pts
Total	40 marks

Evaluation :Recommendation Report

Content	10pts
4pts	<ul style="list-style-type: none"> • Presents summary of feedback collected in a quantitative and/or qualitative format
6 pts	<ul style="list-style-type: none"> • Examines information critically with support from the literature (adult education, media communications, on-line learning etc)
Organization/ Formatting	5 pts
5 pts	<ul style="list-style-type: none"> • Organization: logical flow of facts • References cited correctly using APA style • Free of spelling, punctuation and grammatical errors
	Total Marks 15 pts

Reflections on Program Experiences, Career Objectives and Practice Philosophy **20% of Final Grade**

Objective:

This assignments summarizes your placements, projects/tasks and reflections on the successes and challenges you experienced in completing your practicum and discusses the main lessons/concepts and key skills/competencies learned from participating in the practicum.

Agency & Activity Plan Posting on D2L: (2 point deduction if not posted)

1. Describe the services of the organization *with a focus* on the program/activity with which you are involved:

- Organization's mandate; philosophy/ mission statement
- Typical clientele or target group
- Primary focus of programs and/or services
- If applicable - funding for Organization/Agency, programs and/or services
- Community and inter-Agency links
- KEY- Activities/projects/tasks you will be working on in your Practicum/Activity Plan

Practicum Report:

1. Identify 5 lessons or concepts you learned from participating in this final placement with reference to your challenges and successes identified in your journal entries. Present the following in a table format:
 - 5 lessons or concepts learned as per above.
 - List key skills and/or competencies achieved with each lesson.
2. Reflecting back on all of the lessons and concepts learned through the entire MAN program, how will they shape your future practice as a dietetic professional? Select your top 3 lessons or concepts learned and elaborate why these are important to you as a professional about to enter practice with support from the literature. Explain how these lessons will influence or guide your future practice with supportive discussion based on various sources of literature.
3. Review all of your lessons learned charts and compose a dietetic practice philosophy based on reflections and lessons/ concepts learned throughout the MAN program. Explain your philosophy and why it resonates with you as a young professional with support from the literature.

For example, do any of the lessons or concepts learned relate to how to be an empathic professional when working with clients (part of the first statement in the Code of Ethics document)? If so you may want to include a statement in your philosophy about how you will approach working with clients to ensure that your practice will be emphatic.

Develop two SMART career objectives and detailed plans (ie career maps) for achieving these objectives. Be sure to include what resources, evaluation methods etc you will use to meet your career objective.

Please visit the following links for support and insights:

<http://www.businesslinkedteams.com/resources/checklists-and-articles/career-plan/>

http://www.manitobacareerdevelopment.ca/CDi/docs/plan_your_career.pdf

Formatting guidelines:

- Maximum 10 pages excluding references & appendices, if applicable
- 1.5 spacing and 11 point Arial font, 2.54 cm L & R margins; 2.0 cm top & bottom margins
- Tables: Arial font 11, 1.0 spacing
- Avoid excessive use of first person in writing.

Referencing Guidelines:

- APA referencing:
- Max 2 textbooks; max 2 websites; min 8 journal articles.

- **Note:** appropriately reference all sources of information used to support your thoughts and reflections (including personal communications). Failure to do so will necessitate a discussion with the Departmental Chair on the nature of the infraction and could lead to further academic consequences

Evaluation

Agency & Activity Plan D2L Posting
 Practicum Report
 Value of Final Grade:

Marks

Pass /Fail (2% deduction)
 40 marks (18%)
20%

Practicum Report for Practicum in Applied Human Nutrition II FRAN*6730

Student Name: Date: Total Marks	Marking Rubrics Description Practicum Report
/5	List of 8 - 10 lessons learned in placement: <ul style="list-style-type: none"> • Clear and concise listing of 8 – 10 lessons/concepts learned linking key skills/competencies achieved to each
/10	Top 3 lessons from MAN program experiences: <ul style="list-style-type: none"> • Clearly describe why top 3 lessons/concepts were chosen • Discussion supported by the literature, demonstrate synthesis of the literature in relation to the topic at hand • Link to/ influence on future practice is clearly presented with support from the literature
/10	Practice Philosophy: <ul style="list-style-type: none"> • Clearly written with critical reflection on its meaning as a young professional • Explanation of philosophy is couched in the literature
/10	Career Map/ SMART objectives: <ul style="list-style-type: none"> • 2 SMART career objectives presented in appropriate format • 2 detailed plans for achieving these objectives presented including resources and evaluation methods
/5	Paper Organization: <ul style="list-style-type: none"> · Organization: clear introduction, use of transitions and subtitles · Paper is legible and easy to read & not excessive use of First Person · Follows all formatting guidelines · References cited correctly using APA style · Free of spelling, punctuation and grammatical errors
/40	Total Marks